



Workforce Investment Act Job Training Automation System Client Forms Handbook

Prepared By
Workforce Investment Division
March 2005

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Special requests for services, aids, and/or special formats need to be made by calling (916) 654-8055 (Voice). TTY users, please call the California Relay Service at 711.

Workforce Investment Act Job Training Automation System Client Forms Handbook

Table of Contents

Chapter 1	Introduction	4
	Client Forms Document Flow	5
	Client Forms Flow Chart.....	6
	Logging Onto JTA	7
	Logging Off JTA	9
	Function Keys For WIA Users	10
Chapter 2	Enter WIA Application Form (EWIR).....	12
	Proposed Enrolment/Registration for WIA Services	13
	Field Requirements for Filing a “Universal Access Only” Application Form.....	15
	WIA Application Form.....	16
	Field Requirements for Filing an Application Form.....	18
	Sample Entry Screens.....	19
	Line Item Instructions	21
	Function Keys	55
Chapter 3	Enter WIA Enrollment/Registration Form (EWIE).....	56
	WIA Enrollment/Registration Form	57
	Sample Entry Screen	58
	Line Item Instructions	58
	Function Keys	74

Chapter 4	Enter WIA Goals Form (EWIG)	75
	WIA Goals Form.....	77
	Sample Entry Screen	78
	Line Item Instructions	79
	Function Keys	84
Chapter 5	Enter WIA Exit Form (EWIT)	85
	WIA Exit Form	86
	Sample Entry Screen	87
	Line Item Instructions	87
	Function Keys	98
Chapter 6	Enter WIA Follow-up Information Form (EWIF)	99
	WIA Follow-up Form.....	100
	Sample Entry Screen	101
	Line Item Instructions	101
	Function Keys	107
Chapter 7	Print WIA Forms	108
	Line Item Instructions	109
	Function Keys	109
	Report Generation.....	109
	Print WIA Application (PWIR) Form Entry Screen and Form Layout.....	111
	Print WIA Enrollment (PWIE) Form Entry Screen and Form Layout	113
	Print WIA Goals (PWIG) Form Entry Screen and Form Layout.....	114
	Print WIA Exit (PWIT) Form Entry Screen and Form Layout.....	115
	Print WIA Follow-up (PWIF) Form Entry Screen and Form Layout	116

Chapter

1

Introduction

The Job Training Automation (JTA) system includes a module to track clients who are participating in the California Workforce Investment Act (WIA) program. This module allows the data entry into client forms including an application, an enrollment form, a goal form, an exit form, and a follow-up contact information form. Also, the module provides the ability to load data to the JTA system from a case management system and to print various client-tracking reports.

The *Job Training Automation System Workforce Investment Act Client Forms Handbook* is designed to provide the Management Information System (MIS) administrators, case managers and data key entry staff, guidance to WIA client forms completion and data key entry into the JTA System. Many of the procedures covered in this handbook are basic daily functions and are provided for new staff just learning the job. However, the handbook should serve as a reference manual for even the most experienced local area staff.

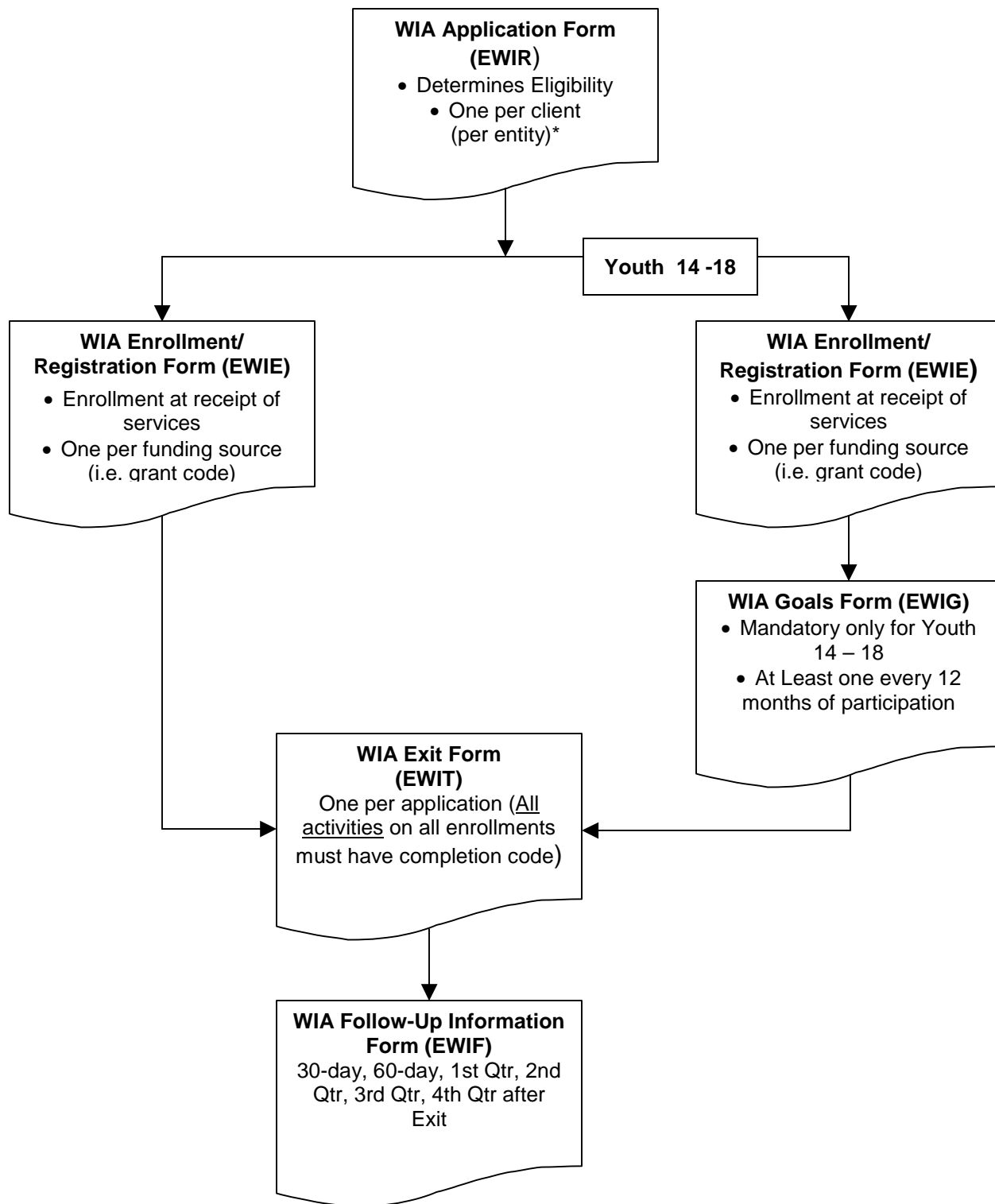
There are additional reference handbooks or guides for the JTA system that cover additional topics: the JTA System MIS Guide, the Eligible Training Provider List (ETPL) User Guide, the ETPL Forms Handbook, the WIA Participant Reporting Handbook, and the Stateside Expenditure Reporting Guide. A copy of these handbooks can be found on our Web site at www.edd.ca.gov/wiarep/wdmisar.htm.

Client Forms Document Flow

This handbook provides instructions for completing the various WIA client forms and inputting the data into the JTA System. The various WIA client forms are presented in this handbook in the order that they are normally required. A brief description and chart are provided here to describe the appropriate WIA client forms flow.

Document Flow	<p>The WIA subgrantee will complete an application form to gather demographic and eligibility data when a client initially applies for the WIA program. Once the client has been determined eligible for the program and services are provided, an enrollment should be completed and entered into JTA. A client will have only one enrollment/registration for each WIA program funding source (grant code). An enrollment/registration for WIA services will be completed as described in Chapter 2, Table 1, <i>Proposed Enrollment/Registration for WIA Services</i>. The enrollment/registration form is used to track the client's training activities and/or services received throughout program participation.</p> <p>If the client is an in-school youth or an appropriately assessed out-of-school youth, at least one goal per 12-month period must be set to ensure attainment of basic skills, for example reading comprehension, math computation, listening, writing, and speaking for example. The goals set will be entered into the JTA system. A maximum of three primary reportable goals per program year may be entered for performance purposes.</p> <p>Exit data should be provided once the client completes his or her participation in the WIA program and all other related services. This will eliminate Automatic State Exits of clients due to 150 days of inactivity. The client is no longer a client when all enrollment activities are closed, there are no open enrollments, and the client is exited. Documentation of supportive Post Exit Services, such as child/dependent care, bus passes, and job shadowing for example, is optional for adults but required for a minimum of 12-months for youth.</p> <p>The follow-up contact information form is required for collecting information after the client exits. This form is also used to collect diplomas/certificates attained and supplemental employment data. This follow-up process is critical to performance management. For youth, follow-up is required (Title 20 of the Code of Federal Regulations, Part 664.450 (b)) for 12-months after exit. For adults and dislocated workers, supportive services must be available, as appropriate, after entry into unsubsidized employment.</p>
---------------	---

Client Forms Flow Chart



www.edd.ca.gov/wiarep/wiab03-7.pdf *

Logging Onto JTA

In order to log onto JTA, you will need a JTA Logon ID and a JTA Logon password. The JTA Local Automation Unit, Workforce Investment Division (WID), will issue JTA Logon IDs to the timeshare JTA system users upon request. The JTA Logon ID is different from the login. The Logon ID is an individual user ID that is entered at the login prompt (**login:**) during the process of accessing JTA. Type in your JTA Logon ID in lowercase letters only at the login prompt (**login:**) and press **<Enter>**. The system will then prompt you to enter your password.

Please refer to your JTA MIS Administrator to coordinate the issuance of a Logon ID.

SECURITY REMINDER: A Logon ID is not to be used by other individuals. Each JTA user will be assigned a unique Logon ID and they should secure their password.

The Logon Process

Once your computer has connected to the JTA system (whether by modem, router or other connection), the following screen will appear:

```
telnet (f10c01)
```

WARNING

Any person who, without authorization, accesses or attempts to access, or who tampers, interferes or damages any computer network, computer system, computer program or software or computer data maintained by the Health & Human Services Data Center, is subject to civil and/or criminal prosecution under all applicable state and federal laws.

```
login:
```

At the login prompt (**login:**), type in your JTA Logon ID in lowercase letters only and press **<Enter>** or **<Return>**. The system will then prompt you to enter your password.

```
telnet (f10c01)
```

WARNING

Any person who, without authorization, accesses or attempts to access, or who tampers, interferes or damages any computer network, computer system, computer program or software or computer data maintained by the Health & Human Services Data Center, is subject to civil and/or criminal prosecution under all applicable state and federal laws.

```
login: abcwpooH
```

```
abcwpooH's Password:
```

Type in your password and press **<Enter>**. Your password will not appear on the screen as you type. Once you have entered your password successfully, the last unsuccessful login and last login records will be displayed followed by one of two possible lines:

TERM = (vt220)

or

TERM = (dumb)

The "TERM" in both examples is referring to the terminal that is being utilized. If "TERM = (vt220)" is displayed (the first example), press **<Enter>**. However, if "TERM = (dumb)" is displayed (the second example), type in vt220 and press **<Enter>**. You are now at the Health and Human Services Data Center (HHSDC) "Welcome Screen." At the bottom of the screen the cursor will be flashing at the end of what is know as the "\$ prompt " or "command line" (/home/ed/jta/abccpooh 152\$). At the flashing cursor (\$ prompt) type in "menu" in lower case and press **<Enter>**. You are now at the main menu.

The JTA menu that was built for your logon will be displayed automatically. The WIA module has three sub-menus and will appear as part of this main menu. The following chart contains items that may appear on your menu:

- | | | |
|---|--------|-------------------------------|
| 1 | MWTW | Welfare to Work |
| 2 | MWIA | Workforce Investment Act |
| 3 | MSM | System Set-ups and Management |
| 4 | MCM | Cash Management |
| 5 | MCR | Canned Report |
| 6 | MCAR | Custom Ace Reports |
| 7 | MSQLAE | SQL Assist for ETPL |
| 8 | MJTPA | Old JTPA Screens |

The WIA MWIA module will have five sub-menus:

- | | | |
|---|------|---|
| 1 | MWIS | Workforce Investment Act Screens |
| 2 | MWIR | Workforce Investment Act Reports |
| 3 | MWIL | Workforce Investment Act Loads/Extracts |
| 4 | MWPS | Workforce Investment Act Performance |
| 5 | MWTP | Employment Training Provider Screens |

Logging Off JTA

To exit the JTA system, select the **<F3>** key repeatedly until the \$ prompt is displayed (i.e. /home/ed/jta/abccpoooh 207\$). When the "\$ prompt" is displayed, type "exit" in lower case, press **<Enter>**. The following message "This session is no longer connected." will be displayed.

Function Keys

In the prior section, you will notice that the **<F3>** key is mentioned. This key is one of the function keys that must be mapped on your keyboard prior to using the JTA system. These function keys are located at the top line of keys on your keyboard. The standard keyboard will include a minimum of twelve function keys, **<F1>** through **<F12>**, although some keyboards may contain the complete set of function keys, including **<F11>** through **<F20>**.

When using the standard keyboard containing only function keys **<F1>** through **<F12>**; selecting the shift key and one of the existing function keys accesses function keys **<F11>** through **<F20>**. For example, by holding down the shift key and pressing **<F1>**, the JTA system will recognize the command for function key **<F11>**. Of course, if your keyboard already contains a **<F11>** key, there will not be a need to utilize the shift key (simply select the **<F11>** key).

The following chart contains the basic purpose behind each function key; however, some function keys will not be activated on every menu option. Note that the function key **<F10>** provides an on-line type of help for these functions.

Function Keys For Workforce Investment Act Users

<F1>	Help	Calls a scrolling window with a choice list showing help for the field in which cursor is placed. For example, with the cursor on the ethnicity field, <F1> will show all available ethnicity codes.
<F2>	Clear	Clears all fields of the current function.
<F3>	Exit	Exits from the current screen to the previous menu. May not be used if entry has been made on the screen without filing the data or if changes have been entered but not filed. To exit without saving changes, use <F2> to clear then <F3> to exit.
<F4>	Go To	Used to move cursor from present field to another field within a form. Press <F4> and enter field number or text to match.
<F5>	File	Writes the record to the database, assuming all edits and other constraints have been met.
<F6>	Delete	Deletes a record from the database, assuming that no constraints exist.
<F7>	Previous Screen	In a multiple screen process, returns to the previous screen.
<F8>	Next Screen	In a multiple screen process, moves cursor to the next screen.
<F9>	Next	Moves cursor up to the upper left corner of the screen and prompts for keyword of the next process user wishes to call. With this function, users may move to various processes without using the menus.
<F10>	Function Key Menu	Displays a window of Function keys and allows user to scroll through and select desired function. Using <F10> again closes the window.
<F11> or SHIFT <F1>	Previous Logical Process	Calls the program defined in the menu setup as the most logical previous process, after meeting any filing requirements on the current screen. This flow may be changed using the Enter Menu Group Descriptions (EMGD) screen.
<F12> or SHIFT <F2>	Next Logical Process	Calls the program defined in the menu setup as the logical next process, after meeting any filing requirements on the current screen. This flow may be changed using EMGD.

Function Keys For Workforce Investment Act Users (Continued)

SHIFT <F3>	<i>Exit to Main</i>	Exits directly to the Main Menu.
SHIFT <F4>	<i>Conditional Operators Help</i>	Displays a help window for conditional operators, i.e. > (greater than), < (less than), %. Only available on print report screens where choices can be made regarding grant codes, agency codes, etc.
SHIFT <F5>	<i>Redraw Screen</i>	Redraws the screen, including any information that was entered on the screen.
SHIFT <F6>	<i>Switch/QCM</i>	(This key has no functionality in WIA)
SHIFT <F7>	<i>Client History</i>	When used on an entry screen, displays client history for the client whose data is on the screen.
SHIFT <F8>	<i>Clear Field</i>	Clears field from which the function was called, and in some cases, the related fields.
SHIFT <F9>	<i>Restore</i>	Restores and displays original data to all fields after data is changed but not filed.
SHIFT <F10>	<i>Print Screen</i>	Prints the terminal/monitor screen display.

Chapter

2

Enter WIA Application Form (EWIR)

The Enter Workforce Investment Act (WIA) Application Form (EWIR) is used to record basic individual characteristics and to record this information into the Job Training Automation (JTA) system. It is also used to determine eligibility as required by the WIA program.

The Department of Labor issued Training and Employment Guidance Letter (TEGL) 7-99, dated March 3, 2000, for the purpose of providing technical guidance for entities to implement the core and customer satisfaction performance measures and calculate performance levels required under WIA. A matrix from that guidance is included here to help determine when a person should be enrolled/registered into WIA. Once a client's eligibility for a WIA-funded program has been established by the data collected on the EWIR, the Local Workforce Investment Area (LWIA) will use the WIA Enrollment/Registration form (EWIE) to enroll/register the individual. Individuals who are primarily seeking information and do not require direct, one-on-one staff assistance, do not need to be enrolled/registered. However, LWIAs can use the "Universal Access Only" option to collect limited client information for individuals not requiring direct one-on-one staff assistance or enrollment/registration. *Table 2, Universal Access Only Fields*, is included in this chapter to view the required fields for both the EWIR paper form and electronic filing of a "Universal Access Only" application in the JTA system.

A client may have only one active application form on file during an enrollment cycle. While only one application is active at any one time, more than one enrollment may be linked to that application. During the entry of an application form, the JTA system will use the client's social security number to determine if an active application and/or enrollment exists in the system indicating that the client has not been exited.

This Application form should be distinguished from the Enrollment/Registration form. The term *Application* will be used to refer to the eligibility determination and characteristics gathering process and *Enrollment/Registration* will be used to refer to the time at which staff assisted core services begin.

Table 1: Proposed Enrollment/Registration for WIA Services ¹

Core Services - Self-Service Informational (no registration required)	WIA Core Services (registration required)	WIA Intensive Services (registration required)	WIA Training Services (registration required)
Determination of eligibility to receive assistance under Title IB	Staff assisted job search & placement assistance, including career counseling	Comprehensive & specialized assessment, such as diagnostic testing & interviewing	Occupational skills training
Outreach, intake (which may include WPRS referrals) & orientation to the One-Stop center	Follow-up services, including counseling regarding the workplace	Full development of individual employment plan (IEP)	On the job training
Initial assessment of skill levels, aptitudes, abilities & need for supportive services	Staff assisted job referrals (such as testing & background checks)	Group counseling	Workplace training & cooperative education programs
Employment statistics information including job vacancy listings, job skill requirements for job listings, & info. on demand occupations	Staff assisted job development (working with employer & job seeker)	Individual counseling & career planning	Private sector training programs

¹ This table has been extracted from the Department of Labor, TEGL 7-99, and includes no State imposed requirements.

**Table 1: Proposed Enrollment/Registration for WIA Services
(Continued)**

Core Services - Self-Service Informational (no registration required)	WIA Core Services (registration required)	WIA Intensive Services (registration required)	WIA Training Services (registration required)
Performance info. on eligible training providers	Staff assisted workshops and job clubs	Case management	Skill upgrading & retraining
Performance info. on the local One- Stop delivery system		Short-term pre- vocational services	Entrepreneurial training
Information on supportive services and referral to supportive services		Follow-up services, including counseling for registrants (those previously receiving intensive/training services) after entering employment	Job readiness training
Information regarding filing for Unemployment Insurance compensation			Adult education and literacy activities in combination with training
Assistance in establishing eligibility for other training and education programs			Customized training
Resource room usage			

Table 1: Proposed Enrollment/Registration for WIA Services (Continued)

Core Services - Self-Service Informational (no registration required)	WIA Core Services (registration required)	WIA Intensive Services (registration required)	WIA Training Services (registration required)
Internet browsing (job, information and training searches)			
Internet accounts (Career Kit, Personnel Kit)			
Initial development of employment plan (IEP)			
Talent referrals (informational, e.g., talent scouts, labor exchange referrals of resumes without further screening)			
Workshops and job clubs			



Field Requirements for Filing a “Universal Access Only” Application Form

A “Universal Access Only” application does not need to be entered completely before it may be filed. Only the following fields are required to file this type of application:

Table 2: Universal Access Only Fields

Field #	Field Name	Field #	Field Name
00	Application Number	04	Application Date
02	Social Security Number	05	Last Name
03	Universal Access Only	06	First Name / Middle Initial



WORKFORCE INVESTMENT ACT APPLICATION

Subgrantee Name
00 Application Number
01 Agency Code
02 Social Security Number

03 Universal Access Only 1 Yes 2 No		04 Application Date		05 Last Name		06 First Name / Middle Initial					
07 Street Address (Residence)				City / State (Residence)		08 ZIP (Residence)	09 Phone (Residence) ()				
10 Mail Street				Mail City / State		11 Mail ZIP	12 Message Phone ()				
13 GEO Code (Optional)	14 Citizen 1 U.S. Citizen 2 Eligible Non-citizen 3 Ineligible Non-citizen	15 Alien Doc #	16 Gender 1 Female 2 Male	17 Birthdate	18 Age	19 Assessed 1 Yes, WIA Assessed 2 Yes, Non-WIA Assessed 3 Not Assessed	20 Selective Service Registration 1 Yes, Registered 2 No, Not Registered 3 Exempt From Registration 4 Not Required				
21 Race (select one or more) AA Asian Indian AB Cambodian AC Chinese AD Filipino AE Guamanian AF Hawaiian AG Japanese AH Korean AI Laotian AJ Samoan AK Vietnamese AL Other Asian/Pacific Island AO Other Asian BL Black – Not Hispanic HI Hispanic NA American Indian/Alaskan Native WH White – Not Hispanic		Concurrent Participation			42 Disabled 1 Yes, Major 2 Yes, Substantial 3 No		47 Pregnant / Parenting Youth 1 Yes 2 No 9 Not Applicable				
		22 Adult Education 1 Yes 2 No			43 Limited English 1 Yes 2 No		48 Youth Needing Assistance (Additional Barriers) 1 Yes 2 No 9 Not Applicable				
		23 Job Corps 1 Yes 2 No			44 Substance Abuse 1 Yes 2 No						
		24 Farmworker Program 1 Yes 2 No			45 Basic Skills Deficient 1 Yes 2 No 9 Not Applicable		49 Runaway Youth 1 Yes 2 No 9 Not Applicable				
		25 Native American Program 1 Yes 2 No			46 Offender 1 Yes 2 No 9 Not Applicable						
		26 Veterans' Workforce Investment Programs 1 Yes 2 No					50 Foster Child 1 Yes 2 No 9 Not Applicable				
		27 Veterans' DVOP / LVER 1 Yes 2 No									
		28 Trade Adjustment Act 1 Yes 2 No					51 Family TANF 1 Yes 2 No				
		29 NAFTA-TAA 1 Yes 2 No									
		30 Vocational Education 1 Yes 2 No									
52 Family GA 1 Yes 2 No		53 Family RCA 1 Yes 2 No	54 Family SSI 1 Yes 2 No	55 Family Food Stamps 1 Yes, Eligible 2 Yes, Receiving 3 No	56 Number in Family	57 Number of Dependents < Age 18	58 Family Status 1 Parent in one-parent family 2 Parent in two-parent family 3 Other family member 4 Not a family member 5 Not reported				
59 Family Income (Prior 6 mos)		60 Low Income 1 Yes 2 No		61 TANF Exhaustee 1 Yes 2 No		62 Homeless 1 Yes 2 No 9 Not Applicable		63 Poor Work History 1 Yes 2 No		64 Unemployment Insurance 1 Yes, UI Claimant 2 Yes, UI Exhausted 3 No	
65 Veteran Status 1 Yes, <= 180 days 2 Yes, > 180 days 3 No		66 Disabled Veteran 1 Yes 2 Yes, Special disabled 3 No		67 Veteran Separation Date		68 Recently Separated Veteran 1 Yes 2 No		69 Campaign Veteran 1 Vietnam-era 2 Other Campaign Veteran 3 No		70 Spouse of Qualifying Veteran 1 Yes 2 No	



WORKFORCE INVESTMENT ACT APPLICATION

Subgrantee Name
Application Number
Agency Code
Social Security Number

Last Name		First Name / Middle Initial				
71 Highest Grade Completed	72 Education Status 1 Student, H.S. or less 2 Student, attending post H.S. 3 Out-of-School, H.S. dropout 4 Out-of-School, H.S. grad, employment difficulty 5 Out-of-School, H.S. grad, no employment difficulty		73 Reading Grade	74 Reading Score	75 Reading Test	76 Reading Version
77 Math Grade		78 Math Score		79 Math Test		80 Math Version
81 Pell Grant Recipient 1 Yes 2 No, Applied but denied 3 No, Application Pending 4 Application not submitted	82 Pell Grant School Year Award Amount	83 Labor Force Status 1 Employed 2 Not employed	84 Weeks Not Employed Last 26 Weeks		85 Hourly Wage	86 Referred by WPRS (Profiling) 1 Yes 2 No
87 Dislocated Worker 1 Terminated or Laid off 2 Received Notice of Layoff 3 Long Term Unemployed 4 Self Employed 5 Displaced Homemaker 9 Not Applicable		88 Dislocation Date	89 Job Code at Dislocation	90 Job Title		
91 Dislocation Industry Code	92 Tenure at Employer of Dislocation (months)	93 Employer Number		94 Employer Name		
Employer Address		Employer City		Employer State / ZIP	Employer Telephone ()	
95 Eligibility A Adult WIA B Adult Low Income D Dislocated Worker		F Youth (age 14 _ 18) G Youth (age 19 – 21) H Veteran Grant		I 5% Window Youth (age 14 – 18) J 5% Window Youth (age 19 – 21) N Long Term Unemployed X Not Eligible		Does client meet priority of service in Department of Labor veterans training program (Public Law 107-288)? Y Yes N No
Signature of Interviewer				96 Interviewer ID	Date	
Signature of Reviewer				97 Reviewer ID	Date	

Client Certification: My signature below indicates that I have been informed of and understand the information contained on this form. I certify under penalty of perjury that all of the above information is true and complete. I agree that any information I have supplied is subject to verification. I understand that falsification of any item is grounds for termination from the Workforce Investment Act program and may result in action to recover any moneys paid to me while participating.

Signature of Client	Date	Signature of Parent, Guardian or Responsible Adult	Date
Remarks:			



Field Requirements for Filing an Application Form

An application does not need to be entered completely before it may be filed. Partial applications can be filed, but an enrollment cannot be entered against an application until it has been entered completely and error free. Refer to individual fields to see if the field is required.



Note: When all required fields have been entered, you may use the **<F5>** **<File>** key to file the record. If there are errors or missing data in the record, you will be prompted to go to the error to correct it. This must be done prior to entering any enrollments for the client. When the form has been entered with no errors or missing data, **“YES”** will appear in the field **EWIR Complete**. An incomplete form may be filed and updated at a later time, but no enrollments will be allowed until **EWIR Complete = “YES”**

If you requested an auto-generated application number, the number will be generated at this time. This number should be recorded on the form, as it will be used on future records.

Sample Entry Screens

The mnemonic for accessing the entry data screen is located in the MWIS Workforce Investment Act Screens menu option within the MWIA Workforce Investment Act menu option. The fastest method to activate the program is by entering the program's mnemonic "**EWIR**" anywhere within the menu environment. After entering the mnemonic, the following data entry screen is displayed:

Enter WIA Application Screen—Screen 1

EWIR	Enter WIA Application Form	ADD
00 App Num	17 Birthdate	/ /
01 Agcy Code	18 Age	
02 SSN - -	19 Assessed	
03 Univ Access 2	20 Selective Srvs Reg	
04 App Date / /	21 Race	
05 Last Name	22 Adult Education	
06 First MI	23 Job Corps	
07 Strt Adrs	24 Farmworker Program	
City	25 Native American Pgm	
St	26 Vet Wrkfrce Inv Pgm	
08 ZIP -	27 Veterans / DVOP LVR	
09 Phone	28 Trade Adjustment Act	
10 Mail Strt	29 NAFTAA-TAA	
Mail City	30 Vocational Education	
Mail St	31 Vocational Rehab	
11 Mail Zip -	32 Wagner-Peyser	
12 Msg Phone	33 WTW Participant	
13 GEO	34 Title V Actvy (OAA)	
14 Citizen	35 Comm Srvs Blk Grnt	
15 Alien Doc	36 HUD Pgm	
16 Gender		

Enter WIA Application Screen—Screen 2



EWIR	Enter WIA Application Form	ADD
37 Other Non-WIA Pgm	57 Number of Dependents	
38 Rapid Response	58 Family Status	
39 Rapid Resp Addl Asst	59 Family Inc (Prior 6 mos)	0
40 TANF	60 Low Income	
41 Food Stamp Training Pgm	61 TANF Exhaustee	
42 Disabled	62 Homeless	
43 Limited English	63 Poor Work History	
44 Substance Abuse	64 Unemployment Insurance	
45 Basic Skills Defic	65 Veteran Status	
46 Offender	66 Disabled Veteran	
47 Pregnant / Parenting Youth	67 Veteran Sep Date	/ /
48 Youth Needing Addtl	68 Recent Sep Vet	
49 Runaway Youth	69 Campaign Veteran	
50 Foster Child	70 Spouse of Qualifying Vet	2
51 Family TANF	71 Highest Grade Complete	
52 Family GA	72 Education Status	
53 Family RCA	73 Reading Grade	
54 Family SSI	74 Reading Score	
55 Family Food Stamps	75 Reading Test	
56 Number in Family	76 Read Version	


Enter WIA Application Screen—Screen 3

EWIR	Enter WIA Application Form	ADD
77 Math Grade	94 Emp Name	
78 Math Score	Emp Address	
79 Math Test	Emp City	
80 Math Version	Emp St / ZIP	-
81 Pell Grant Recipient	Emp Telephone	
82 Pell Grant Amount	95 Eligibility	0.00
83 Labor Force Status	96 Interviewer ID	
84 Wks Not Empld Last 26	97 Reviewer ID	
85 Hourly Wage	EWIR Complete	NO
86 Referred by WPRS		
87 Dislocated Worker		
88 Disloc Date	/ /	
89 Job Cd at Disloc		
90 Job Title		
91 Disloc Industry Code		
92 Tenure Dislocation		
93 Employer Number		

Line Item Instructions

The following are line item instructions for the Application (EWIR) form. These instructions are intended to assist you with completion and entry of this form. These instructions also provide information on using the Job Training Automation system.

Subgrantee Name (Optional)	Record the name of the subgrantee.
00 Application Number 	This can be preprinted on the form. The application number is a required entry. The application number may be auto-generated by the JTA system.
01 Agency Code (Optional) 	Record the code that has been assigned by the subgrantee to the service provider that conducts the initial intake interview.
02 Social Security Number	Record the client's social security number (SSN). A pseudo-SSN may be assigned during intake, however, Federal policy requires that a valid SSN for such an individual must be obtained and recorded prior to the first transmittal of an individual's data.
03 Universal Access Only	Select the appropriate number. 1 Yes —Send this client, who is NOT enrolled in WIA, to the State. The State will match this non-registered client's social security number to the Unemployment Insurance (UI) Base Wage File to determine quarterly earnings information. This client will not count in performance measurements. Only LWIAs can receive the earnings information on universal access clients. 2 No —Non-LWIA's must record "No."
04 Application Date	Record the application date (MM/DD/YYYY). This is the date the form is completed to determine the client's eligibility for the program. Enter the date of the application. Enter in the format of MM/DD/YY. The system will convert the date from MM/DD/YY format to MM/DD/YYYY for display.
05 Last Name	Record the client's last name. If the client has a previous application on file and is using a different last name, you will be asked if the client's last name should be changed.

06 First Name / Middle Initial	Record the client's first name and middle initial if provided. If the client has a previous application on file and is using a different first name, you will be asked if the client's first name should be changed.
07 Street Address (Residence)	Record the street address where the client resides, including apartment numbers and/or letters. Post office box and/or RFD numbers are acceptable for homeless individuals and for those who live in rural areas.
City / State (Residence)	Record the city and state of the client's residence. If this item is left blank, the mailing address, city and state (Field 10) must be entered.
08 ZIP (Residence) 	Record the ZIP code for the client's residence. This may be a city outside of the area, and/or outside of the state. A lookup table will appear with the city for that ZIP code. If the correct city is displayed, use your arrow key to highlight the city, press <Enter> , and the city and state will be filled in automatically. If the correct city is not displayed, select the "edit" option. This will allow you to enter the new city for the selected ZIP code. For a country or zip code outside of the US, enter "00000" in the ZIP field and press <Enter> . An option box will appear. Select "OUTSIDE THE USA" and press <Enter> . The City/State field will auto-populate with "OUTSIDE THE USA" and "XX" respectively.
09 Phone (Residence) (Optional)	Record the client's residence phone number, including the area code. This item may be left blank. If the client does not have a residence phone number, record a phone number in Message Phone, Field 12, where the client can receive messages, or record a number here where the client may be reached.
10 Mail Street	Record the client's mailing address if different from the residence address. The mailing address must be entered if the residence address (Field 7) has been left blank.
Mail City / State	Record the city and state of the client's mailing address if different from the residence address (Field 7).

11 Mail ZIP	<p>Record the ZIP code for the client's mailing address. This may be a city outside of the area, and/or outside of the state.</p> <p>For a country or zip code outside of the US, enter “00000” in the ZIP field and press <Enter>. An option box will appear. Select “OUTSIDE THE USA” and press <Enter>. The City/State field will auto-populate with “OUTSIDE THE USA” and “XX” respectively.</p>
12 Message Phone (Optional)	<p>Record a phone number including the area code, where the client can receive messages. This number should be different from field #09, Phone (Residence).</p> <p>This may be entered without an area code if it is the same as the default area code defined by the subgrantee.</p>
13 GEO Code (Optional)	<p>Record the appropriate locally designated geographic code.</p>
14 Citizen	<p>Select the appropriate number. The client must be a U.S. citizen or an eligible non-citizen to receive WIA-funded services.</p> <p>1 U.S. Citizen—A person entitled by birth or naturalization to the protection of a given state of the United States and authorized by the Attorney General to work in the United States.</p> <p>2 Eligible Non-Citizen—Eligible non-citizens are either: nationals, lawfully admitted permanent resident aliens, refugees, asylees, parolees, or other immigrants authorized by the Attorney General to work in the United States.</p> <p>3 Ineligible Non-Citizen—An individual who is neither a 1 (citizen) or 2 (eligible non-citizen) above. The individual is ineligible for the WIA program.</p>
15 Alien Doc #	<p>The documentation of an individual's employability (right-to-work) must be conducted in compliance with Title 8 CFR Section 274a.2 which states the requirements and procedures persons or entities must comply with when hiring, or when recruiting or referring for a fee, or when continuing to employ individuals in the United States. These requirements and procedures are published as the Form I-9, and take precedence over any State statute and regulation governing alien status determination.</p>

16 Gender	Select the appropriate number. 1 Female 2 Male
17 Birthdate	Record the client's birthdate (MM/DD/YYYY).
18 Age	Record the age of the client at the time of application. Enter the client's age at time of application. The client's age should be calculated as the Application Date minus the birth date. If the client's age is less than 14 years of age, the following message will appear: <p style="text-align: center;">"Age less than 14. Please check birth date and re-enter."</p> If the age is entered incorrectly, the following message will appear: <p style="text-align: center;">"Age incorrect, calculated age = (displays computed age)."</p>
19 Assessed (Optional)	Select the appropriate number. An initial assessment is a brief, preliminary information gathering process to determine the individual's skill levels, aptitudes, interests, (re) employability and other needs. 1 Yes, WIA Assessed —An initial assessment has been conducted by a WIA funded provider. 2 Yes, Non-WIA Assessed —An assessment has been conducted by a non-WIA funded agency. 3 Not Assessed —An initial assessment has not been conducted.

<p>20 Selective Service Registration</p>	<p>Select the appropriate number. An individual enrolled in a WIA program must meet the requirements of Section 3 of the Military Selective Service Act (Title 50 U.S.C. Appendix section 453). Each non-exempt male individual who has reached his 18th birthday, and until the age of 26 (including those who have been released from active military duty) must certify that he has registered with the Selective Service System before participating in, or receiving any benefit or assistance from WIA programs (www.edd.ca.gov/wiarep/wiad01-4.pdf).</p> <p>1 Yes, Registered—The client has registered in accordance with the Military Selective Service Act (Title 50 U.S.C. Appendix section 453).</p> <p>2 No, Not Registered—The client has not registered in accordance with the Military Selective Service Act. This individual is not eligible for WIA.</p> <p>3 Exempt From Registration—This list includes:</p> <ul style="list-style-type: none"> a. Military Officer Procurement Program students at the Citadel, North Georgia College, Norwich University, and the Virginia Military Institute; b. Men who are hospitalized, incarcerated, or institutionalized (must register within 30 days of release); and c. Lawful non-immigrants on visas; and d. Men who entered the United States after attaining their 26th birthday. <p>NOTE: Refer to the above link to determine exemption of individuals who did not register during the required registration period.</p> <p>4. Not Required—The Selective Service requirement does not apply to:</p> <ul style="list-style-type: none"> a. Females; b. Males born prior to January 1, 1960, or c. Males who have not yet reached their 18th birthday; d. Cadets and midshipmen at the service academies; and e. Men on active duty in the Armed Forces. <p>To obtain the choice list, press <F1> and a list of valid codes will be displayed.</p>
---	--

21 Race / Ethnicity	<p>Select one or more.</p> <p>AA Asian Indian</p> <p>Persons who indicate their race as Asian Indian, as well as persons who did not classify themselves in one of the specific race categories, but reported entries such as Bengali, Bharati, Dravidian, East Indian, Goanese, Hindu India, Kashmiri, or South Asian.</p> <p>AB Cambodian</p> <p>Persons who indicate their race as Cambodian. Cambodia is a former name for the Khmer Republic.</p> <p>AC Chinese</p> <p>Persons who indicate their race as Chinese, as well as persons who did not classify themselves in one of the specific race categories, but reported entries such as Cantonese, Formosan, Taiwanese, or Tibetan.</p> <p>AD Filipino</p> <p>Persons who indicate their race as Filipino, as well as persons who did not classify themselves in one of the specific race categories, but reported entries such as Filipino American or Philippine.</p> <p>AE Guamanian</p> <p>Persons who indicate their race as Guamanian, as well as persons, who did not classify themselves in one of the specific race categories, but reported entries such as Chamorro or Guam.</p> <p>AF Hawaiian</p> <p>Persons who indicated their race as Hawaiian native, i.e., an individual whose ancestors were natives, prior to 1778, of the area which now comprises the state of Hawaii.</p> <p>AG Japanese</p> <p>Persons who indicated their race as Japanese, as well as persons who did not classify themselves in one of the specific race categories, but reported entries such as Nipponese or Japanese American.</p>
----------------------------	---

Race / Ethnicity (Continued)	<p>AH Korean Persons who indicated their race as Korean or Korean American.</p> <p>AI Laotian Persons who indicated their race as Laotian.</p> <p>AJ Samoan Persons who indicated their race as Samoan, American Samoan or Western Samoan.</p> <p>AK Vietnamese Persons who indicated their race as Vietnamese.</p> <p>AL Other Asian/Pacific Islanders Persons who indicated their race as Pacific Islander with categories other than the eleven categories listed above, e.g., Maoris, Fiji Islander, Tahitian or Thai.</p> <p>AO Other Asian A person who indicated their race as Asian other than the categories listed above, e.g., Hmong, Indo-Chinese, or Pakistani.</p> <p>BL Black—Not Hispanic A person having origins in any of the black racial groups of Africa.</p>
---	---

<p>Race / Ethnicity (Continued)</p>	<p>HI Hispanic</p> <p>A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin (including Spain), regardless of race. Among persons from Central and South American countries, only those who are of Spanish origin, descent, or culture should be included in this category. Persons from Brazil, Guiana, and Trinidad, for example, would be classified according to their race, and would not necessarily be included in this category. Also, the Portuguese should be excluded from this category and should be classified by their race.</p> <p>Note: Federal statutes require ethnicity information to be collected separately from race information. If the Hispanic or Latino ethnicity is selected, a client's race should also be identified.</p> <p>NA American Indian/Alaskan Native</p> <p>A person having origins in any of the original peoples of North America and South America (including Central America), and who maintain cultural identification through tribal affiliation or community recognition.</p> <p>WH White—Not Hispanic</p> <p>A person having origins in any of the original people of Europe, North Africa, or the Middle East.</p>
--	--

<p>22 – 41 Concurrent Participation</p>	<p>For items 22 through 41, indicate if the applicant is participating in any of the following programs by circling the appropriate number. These items may be updated at anytime while the individual is receiving WIA services (except follow-up services).</p> <p>1 Yes—The client receives services from this source, other than informational or self-service only. This activity is coordinated with the individual's WIA activities by inclusion in their WIA service plan or through the follow-up services.</p> <p>2 No</p> <p>22 Adult Education—WIA Title II Adult education, basic skills and/or literacy activities. This service must be offered in combination with other allowable training services (not including customized training).</p> <p>23 Job Corps—WIA Title I-Subtitle C</p> <p>24 Farmworker Program—WIA Title I-Subtitle D, Sec. 167</p> <p>25 Native American Program—WIA Title I-Subtitle D, Sec. 166</p> <p>26 Veterans' Workforce Investment Programs—WIA Title I-Subtitle D, Sec. 168 Provided training services under WIA Sec. 168.</p> <p>27 Veterans' Disabled Veterans' Outreach Program (DVOP) "Specialist" / Local Veterans' Employment Representative (LVER) –WIA Title I-Subtitle B, Sec 121 Services provided by DVOP/LVER (WIA Title I-Subtitle B, Sec. 121(b)(1)(B)(ix)).</p> <p>28 Trade Adjustment Act Services funded by Trade Adjustment Act.</p> <p>29 North American Free Trade Agreement (NAFTA-TAA) Services funded by NAFTA-TAA.</p> <p>30 Vocational Education Described in the Carl D. Perkins Voc. And Applied Tech. Ed. Act (20 U.S.C. 2471).</p>
--	---

<p>Concurrent Participation (Continued)</p>	<p>31 Vocational Rehabilitation—WIA Title IV</p> <p>32 Wagner-Peyser Services funded by Wagner-Peyser Act.</p> <p>33 Welfare-to-Work (WtW)—Participant No longer applies.</p> <p>34 Title V Activities—Older Americans Act (OAA) Title V of the OAA of 1965 (42 U.S.C. 3056 et seq.).</p> <p>35 Community Service Block Grant Program 42 U.S.C. 9001 et seq.</p> <p>36 Housing and Urban Development (HUD) Program Any employment and training services funded by the Dept. of Housing and Urban Development.</p> <p>37 Other non—WIA Program Any non-WIA program not listed above that provided the individual with services authorized under WIA. Record only those programs that fund activities coordinated with the individual's WIA Title I activities possibly through a formal co-enrollment, by inclusion in the individual's WIA service plan, or through follow-up services.</p> <p>38 Rapid Response Individual who participated in rapid response activities before WIA registration under WIA Sec. 134(a)(2)(A)(i).</p> <p>39 Rapid Response—Additional Assistance An Individual who participated in a program funded by the State under WIA section 134(a)(2)(A)(ii).</p> <p>40 Temporary Assistance for Needy Families (TANF) Services Receiving cash assistance or other services under the TANF program.</p> <p>41 Food Stamp Training Program Any employment and training services as described in section 6(d) of the Food Stamp Act of 1977.</p>
--	--

42 Disabled	<p>Select the appropriate number.</p> <p>1 Yes, Major—The client has a physical or mental impairment, which substantially limits one or more major life activities and has a record of such impairment, or is regarded as having such impairment.</p> <p>2 Yes, Substantial—The client has a physical or mental impairment that constitutes or results in a substantial impediment to employment.</p> <p>3 No</p>
43 Limited English	<p>Select the appropriate number.</p> <p>1 Yes—An individual who has limited ability in speaking, reading, writing or understanding the English language and;</p> <ul style="list-style-type: none"> a. Whose native language is a language other than English; or b. Who lives in a family or community environment where a language other than English is the dominant language. <p>2 No</p>
44 Substance Abuse	<p>Select the appropriate number.</p> <p>1 Yes—The client requires substance abuse treatment in order to obtain employment.</p> <p>2 No</p>
45 Basic Literacy Skills Deficient	<p>Select the appropriate number.</p> <p>1 Yes—The client meets the local definition of basic literacy skills deficient. Which must include a determination that an individual:</p> <ul style="list-style-type: none"> a. Computes or solves problems, reads, writes or speaks English at or below grade level 8.9; or b. Is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family or in society. <p>2 No</p> <p>9 Not Applicable—Client chooses not to provide sufficient information to determine whether "Yes" or "No" above applies.</p>

46 Offender	<p>Select the appropriate number.</p> <p>1 Yes—The client (adult or juvenile) who is or has been subject to any stage of the criminal justice process, for whom WIA services may be beneficial OR who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.</p> <p>2 No</p> <p>9 Not Applicable—Client chooses not to provide sufficient information to determine whether “Yes” or “No” above applies.</p>
47 Pregnant / Parenting Youth	<p>Select the appropriate number.</p> <p>1 Yes—The client is under 22 years of age and is pregnant, or a youth (male or female) that provides custodial care for a minor child.</p> <p>2 No</p> <p>9 Not Applicable—Client chooses not to provide sufficient information to determine whether “Yes” or “No” above applies.</p>
48 Youth Needing Assistance (Additional Barriers)	<p>Select the appropriate number. Local policy must set the criteria for what constitutes additional barriers to completing an educational program or securing employment.</p> <p>1 Yes—The client is between 14 and 21 years of age and requires additional assistance to complete an educational program, or to secure and hold employment.</p> <p>2 No</p> <p>9 Not Applicable—Client chooses not to provide sufficient information to determine whether “Yes” or “No” above applies.</p>
49 Runaway Youth	<p>Select the appropriate number.</p> <p>1 Yes—The client is a youth (14-17) who absents his or herself from home or place of legal residence without the permission of parents or legal guardian.</p> <p>2 No</p> <p>9 Not Applicable—Client chooses not to provide sufficient information to determine whether “Yes” or “No” above applies.</p>

50 Foster Child	<p>Select the appropriate number.</p> <p>1 Yes—The client is a foster child on behalf of whom State or local government payments are made.</p> <p>2 No</p> <p>9 Not Applicable—Client chooses not to provide sufficient information to determine whether “Yes” or “No” above applies.</p>
51 Family TANF	<p>Select the appropriate number.</p> <p>1 Yes—The client is listed on the grant and/or is receiving assistance under the Temporary Assistance to Needy Families (TANF) program at any time during WIA participation. Also include clients referred by the TANF agency, participated in the TANF assessment program as a requirement prior to opening a TANF grant, and who received support services from the TANF agency.</p> <p>2 No</p>
52 Family GA	<p>Select the appropriate number.</p> <p>1 Yes—The client is listed on the grant and/or is receiving cash assistance under a General Assistance program.</p> <p>2 No</p>
53 Family RCA	<p>Select the appropriate number.</p> <p>1 Yes—The client is listed on the grant and/or is receiving cash assistance under a Refugee Cash Assistance program.</p> <p>2 No</p>
54 Family SSI	<p>Select the appropriate number.</p> <p>1 Yes—The client is listed on the grant and/or is receiving cash assistance under the Supplemental Security Income program (SSI-SSA Title XVI).</p> <p>2 No</p>

55 Family Food Stamps	<p>Select the appropriate number.</p> <p>1 Yes, Eligible—The client has been determined to be eligible to receive food stamps pursuant to the Food Stamp Act of 1977 (7 USC 2011 et seq.) within the 6-month period prior to WIA application.</p> <p>2 Yes, Receiving—The client receives, or is a member of a family that receives food stamps pursuant to the Food Stamp Act of 1977 (7 USC 2011 et seq.)</p> <p>3 No</p>
56 Number in Family	<p>Record the total number of family members, including the client, in the individual's household.</p> <p>Include family members who are voluntarily and temporarily residing elsewhere, for example, attending college or visiting relatives. A stepchild or stepparent is considered to be related by marriage.</p>
57 Number of Dependents < (less than) age 18	<p>Record the number of the client's dependents that are under (less than) the age of 18.</p>
58 Family Status	<p>Select the appropriate number. An applicant's family status is necessary to determine the appropriate WIA economic eligibility. As defined in Section 101(15), the definition of family is two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:</p> <p>A. Husband, wife, and dependent children.</p> <p>B. A parent or guardian and dependent children.</p> <p>C. A husband and wife.</p> <p>1 Parent in one-parent family—A single, abandoned, separated, divorced, or widowed parent who has primary responsibility for one or more dependent children under age 18.</p> <p>2 Parent in two-parent family—An individual who, with his/her spouse, shares custodial support for one or more dependent children, residing in the same residence.</p> <p>3 Other family member—An individual who is living with his or her family of two or more persons and is not a parent.</p>

<p>Family Status (Continued)</p>	<p>4 Not a family member—An individual who is not living with his or her family, i.e. single individual without dependents. This also may be an individual who is:</p> <ul style="list-style-type: none"> a. Homeless; b. Disabled, living with his or her family or not; c. A foster child, on behalf of who State and local government payments are made. d. Court Adjudicated youth separated from the family (including incarcerated youth), homeless, runaway, and emancipated youth. <p>5 Not reported</p>
<p>59 Family Income (Prior six months)</p>	<p>Enter the whole dollar amount that the client (or client's family if a family member) received as income for the six-month period prior to WIA application. For information and guidance on determining an applicant's actual family income refer to (WIA Directive WIAD04-18, Eligibility Technical Assistance Guide). Exclude Unemployment Insurance compensation, child support payments, public assistance program payments, and old age and survivors insurance benefits received under Section 202 of the Social Security Act (42 USC 402). A client who is disabled, as noted as field #42, Disabled, should exclude the income of family members.</p>
<p>60 Low Income</p>	<p>Select the appropriate number. An applicant's income status is necessary to determine the appropriate WIA eligibility.</p> <p>1 Yes—The client is in one or more of the following categories.</p> <p>2 No—The client does not fit into the following categories.</p> <p>The categories are:</p> <ul style="list-style-type: none"> a. The client receives, or is a member of a family which receives cash payments under a Federal, State, or income-based public assistance program;

<p>Low Income (Continued)</p>	<p>b. The client receives an income, or is a member of a family that received a total family income, [exclusive of Unemployment Insurance compensation, child support payments, public assistance program payments, and old-age and survivors insurance benefits received under Section 202 of the Social Security Act (42 USC 402)], for the six-month period prior to WIA application that, in relation to family size does not exceed the higher of:</p> <p>(1) The poverty guideline for the equivalent period; or</p> <p>(2) 70 percent of the lower living standard income level, for an equivalent period;</p> <p>c. The client is a member of a household that receives (or has been determined within the six-month period prior to registration for the program involved, to be eligible to receive) Food Stamps under the Food Stamp Act of 1977;</p> <p>d. The client is a homeless individual, as defined in field #62, Homeless;</p> <p>e. The client is a foster child on behalf of whom State or local government payments are made;</p> <p>f. The client is an individual with a disability who meets the requirement of a program described in a or b above, but who is a member of a family that does not meet such requirements.</p>
<p>61 TANF Exhaustee</p>	<p>Select the appropriate number.</p> <p>1 Yes—The client has exhausted all TANF benefits for which the individual has been determined eligible.</p> <p>2 No</p>

62 Homeless	<p>Select the appropriate number.</p> <p>1 Yes—The client lacks a fixed, regular and adequate nighttime residence; OR</p> <p>Has a primary nighttime residence that is a supervised publicly or privately operated shelter designed to provide temporary living accommodations; OR</p> <p>Is residing in a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.</p> <p>2 No</p> <p>9 Not Applicable—Client chooses not to provide sufficient information to determine whether “Yes” or “No” above applies.</p>
63 Poor Work History	<p>Select the appropriate number. The definition of this field is defined by local policy.</p> <p>1 Yes</p> <p>2 No</p>
64 Unemployment Insurance	<p>Select the appropriate number.</p> <p>1 Yes, UI Claimant—The client is currently receiving Unemployment Insurance compensation.</p> <p>2 Yes, UI Exhausted—The client was receiving Unemployment Insurance compensation, but has exhausted claim benefits.</p> <p>3 No—The client was neither an UI claimant nor an exhaustee.</p>
65 Veteran Status	<p>Select the appropriate number.</p> <p>1 Yes, <= (less than or equal) to 180 days—The client served in the active US military, naval, or air service for a period less than or equal to 180 days, and who was discharged or released from such service under conditions other than dishonorable.</p> <p>2 Yes, > (greater than) 180 days—The client served as above for greater than 180 days.</p> <p>3 No</p>

66 Disabled Veteran	<p>Select the appropriate number.</p> <p>1 Yes—The client is a veteran entitled to disability compensation regardless of rate (include those rated at 0%) for a disability under laws administered by the Department of Veterans' Affairs (VA) or was discharged or released from active duty because of a service-connected disability.</p> <p>2 Yes, Special disabled—The client is rated at 30 percent disabled or more by the VA, or at 10 or 20 percent for a serious employment disability.</p> <p>3 No</p>
67 Veteran Separation Date	<p>Record the date the client was discharged or released from active US military, naval, or air service. (MM/DD/YYYY).</p>
68 Recently Separated Veteran	<p>Select the appropriate number.</p> <p>1 Yes—The client is a veteran who applied for WIA title I within 48 months after discharge or release from active US military, naval, or air service.</p> <p>2 No</p>
69 Campaign Veteran	<p>Select the appropriate number.</p> <p>1 Vietnam-Era—The client is a veteran who served in the active US military, naval, or air service, and who was discharged or released from such service under conditions other than dishonorable during the Vietnam-era. (The period beginning on February 28, 1961, and ending on May 7, 1975, in the case of a veteran who served in the Republic of Vietnam during that period and the period beginning on August 5, 1964, and ending on May 7, 1975, in all other cases.)</p> <p>2 Other Campaign Veteran—The client is a veteran who served on active duty in the US armed forces during a war or campaign or expedition for which a campaign badge or expeditionary medal has been authorized. (See the following list of authorized campaigns and expeditions.)</p> <p>3 No</p>

AUTHORIZED CAMPAIGN OR EXPEDITION LIST

Armed Forces Expeditionary Medals (AFEM)	
Berlin	Aug. 14, 1961 to Jun. 1, 1963
Bosnia	Nov. 20, 1995 to Dec. 20, 1996; Dec. 20, 1996 to Jun. 20, 1998; Jun. 21, 1998, to present
Cambodia	Mar. 29, 1973 to Aug. 15, 1973
Cambodia Evacuation	Apr. 11 – 13, 1975
Congo	Jul. 14, 1960 to Sept. 1, 1962 and Nov. 23 to 27, 1964
Cuba	Oct. 24, 1962 to Jun. 1, 1963
Dominican Republic	Apr. 28, 1965 to Sept. 21, 1966
El Salvador	Jan. 1, 1981 to Feb. 1, 1992
Grenada	Oct. 23, 1983 to Nov. 21, 1983
Haiti	Sept. 16, 1994 to Mar. 31, 1995
Iraq	Jan. 1, 1997 to present
Korea	Oct. 1, 1966 to Jun. 30, 1974
Kosovo	Mar. 24, 1999, to present
Laos	Apr. 19, 1961 to Oct. 7, 1962
Lebanon	Jul. 1, 1958 to Nov. 1, 1958, and Jun. 1, 1983 to Dec. 1, 1987
Mayaguez Operation	May 15, 1975 to May 15, 1975
Operations in the Libyan Area	Apr. 12, 1986 to Apr. 17, 1986
Panama	Dec. 20, 1989 to Jan. 31, 1990
Persian Gulf Operation	Jul. 24, 1987 to Aug. 1, 1990
Persian Gulf Operation	Dec. 1, 1995, to present
Persian Gulf Operation	Dec. 1, 1995 to Feb. 1, 1997
Persian Gulf Operation	Nov. 11, 1998 to Dec. 22, 1998
Persian Gulf Operation	Dec. 16, 1998 to Dec. 22, 1998
Persian Gulf Intercept Operation	Dec. 1, 1995, to present
Quemoy and Matsu Islands	Aug. 23, 1958 to Jun. 1, 1963
Somalia	Dec. 5, 1992 to Mar. 31, 1995
Taiwan Straits	Aug. 23, 1958 to Jan 1, 1959
Thailand	May 16, 1962 to Aug. 10, 1962
Vietnam Evacuation	Apr. 29, 1975 to Apr. 30, 1975
Vietnam (including Thailand)	Jul. 1, 1958 to Jul. 3, 1965
Navy Expeditionary Medal and Marine Corps Medals	
Cuba	Jan. 3, 1961 to Oct. 23, 1962
Indian Ocean/Iran	Nov. 21, 1979, to Oct. 20, 1981

Navy Expeditionary Medal and Marine Corps Medals (Continued)	
Iranian/Yemen/Indian Ocean	Dec. 8, 1978 to Jun. 6, 1979
Lebanon	Aug. 20, 1982 to May 31, 1983
Liberia	Aug. 5, 1990 to Feb. 21, 1991
Libyan Area	Jan. 20, 1986 to Jun. 27, 1986
Panama	Apr. 1, 1980 to Dec. 19, 1986 and Feb. 1, 1990 to Jun. 13, 1990
Persian Gulf	Feb. 1, 1987 to Jul. 23, 1987
Rwanda	Apr. 7 – 18, 1994
Thailand	May 16 – Aug. 10, 1962
Other Campaign and Service Medals	
Army Occupation of Austria	May 9, 1945 to Jul. 27, 1955
Army Occupation of Berlin	May 9, 1945 to Oct. 2, 1990
Army Occupation of Germany (exclusive of Berlin)	May 9, 1945 to May 5, 1955
Army Occupation of Japan	Sept. 3, 1945 to Apr. 27, 1952
Chinese Service Medal (Extended)	Sept. 2, 1945 to Apr. 1, 1957
Korean Service	Jun. 27, 1950 to Jul. 27, 1954
Kosovo Campaign Medal (KMC)	Mar 24, 1999 to Jun. 10, 1999
Kosovo Campaign Medal (KMC)	Jun. 11, 1999 to (date to be determined)
Kosovo Campaign Medal (KMC)	Apr. 4, 1999 to Sept. 1, 1999
Kosovo Campaign Medal (KMC)	Apr. 4, 1999 to Jul. 10, 1999
Kosovo Campaign Medal (KMC)	Mar. 24, 1999 to Jul. 20, 1999
Kosovo Campaign Medal (KMC)	Apr. 5, 1999 to Jun. 24, 1999
Kosovo Campaign Medal (KMC)	Mar. 31, 1999 to Jul. 8, 1999
Kosovo Campaign Medal (KMC)	Jun. 11, 1999 to (date to be determined)
Kosovo Campaign Medal (KMC)	Apr. 1, 1999 to Nov. 1, 1999
Navy Occupation of Austria	May 8, 1945 to Oct. 25, 1954
Navy Occupation of Trieste	May 8, 1945 to Oct. 25, 1954
Southwest Asia Service Medal (SWASM) (Operations Desert Shield and Desert Storm)	Aug. 2, 1990 to Nov. 30, 1995
Units of the Sixth Fleet (Navy)	May 9, 1945 to Oct. 25, 1955
Vietnam Service Medal (VSM)	Jul. 4, 1965 to Mar. 28, 1973
Rwanda	Apr. 7 – 18, 1994
Thailand	May 16 – Aug. 10, 1962

For the most current information, please check the OPM web site at
www.opm.gov/veterans/html/vgmedal2.htm

70 Spouse of Qualifying Veteran	<p>Select the appropriate number.</p> <p>1 Yes—The client is:</p> <ul style="list-style-type: none"> a. A surviving spouse of a veteran who died as a result of a service-connected disability; including the surviving spouse of a veteran who died in the active military, naval or air services and the surviving spouse of a veteran who was totally disabled at the time of death. b. A spouse of an active duty service member who has for a period of at least 90 days been missing in action, captured by a hostile force or forcibly detained or interned in line of duty by a foreign government. c. A spouse of a veteran who is totally disabled due to a service connected disability. <p>2 No—The client is not the spouse of a veteran who falls into one of the above categories.</p>
71 Highest Grade Completed	<p>Record the highest number that applies to the client.</p> <p>0 No school grades completed.</p> <p>1-11 Number of elementary/secondary grades completed. Individuals who completed 12th grade but did not receive a diploma or equivalent are to be coded 11. Disabled clients who received a Certificate of Completion or an Individual Education Plan diploma are to be coded as 11.</p> <p>12 High School graduate.</p> <p>88 Attained certificate of equivalency for a high school degree (e.g., GED).</p> <p>13-15 If a high school graduate, the number of school years completed including college or full-time technical or vocational school.</p> <p>16 Bachelor's degree or equivalent.</p> <p>17 Education beyond the Bachelor's degree.</p>

72 Education Status at Application	<p>Select the appropriate number.</p> <p>1 Student, H.S. or less—The client is not a high school graduate (or equivalent) and is attending any school (including elementary, intermediate, junior high school, secondary or post secondary, or alternative school) or is between school terms and intends to return to school.</p> <p>2 Student, attending post H.S.—The client is a high school graduate (or equivalent) and is attending a post secondary school or is between school terms and intends to return to school.</p> <p>3 Out-of-School, H.S. dropout—The client is not attending any school and is not a high school graduate.</p> <p>4 Out-of-School, H.S. grad, employment difficulty—The client is not attending any school, is a high school graduate, and is basic skills deficient, unemployed, or underemployed.</p> <p>5 Out-of-School, H.S. grad, no employment difficulty—The client is not attending any school, is a high school graduate and is not basic skills deficient and not unemployed and not underemployed.</p>
73 Reading Grade	<p>Record the client's grade level equivalent in English reading as determined by a generally accepted standardized or criterion-referenced test (administered within the last 12 months) or a school record of reading level (administered within the last 12 months).</p> <p><u>Grade Level Codes:</u></p> <p>0-12.9 Grade level equivalent test result</p> <p>13.0 Grade 13 to 15</p> <p>87.0 Not tested and obviously below the 9th grade level</p> <p>88.0 Refused testing, could not be tested or testing was not needed</p> <p>89.0 Individuals whose highest grade is equal to 16 or above</p> <p>Either field #73, or fields #74-76 are required.</p>
74 Reading Score	<p>Record the client's raw score in reading English as determined by a generally accepted standardized or criterion-referenced test.</p>

75 Reading Test	<p>If a raw score is reported in field #74, Reading Score, record the code for the test that was administered from the list below:</p> <ul style="list-style-type: none"> 001 Adult Basic Learning Examination (ABLE) 002 DOL Workplace Literacy Test (DOL-WLT) 003 Adult Literacy Test (ALT) 004 Armed Forces Qualifying Test (AFQT) 005 Basic Occupational Literacy Test (BOLT) 006 California Achievement Test (CAT) 007 Career Ability Placement Survey (CAPS) 008 Comprehensive Adult Student Assessment System (CASAS) Appraisal 009 CASAS Survey Achievement Tests 010 General Aptitude Test Battery (GATB) 011 Iowa Test of Basic Skills (ITBS) 012 Metropolitan Achievement Test (MAT) 013 Reading Job Corps Screening Test (RJCST) 014 Tests of Adult Basic Education (TABE) 015 Wide Range Achievement Test (WRAT) 016 Other
76 Read Version (Optional)	<p>If a raw score is reported in field #74, Reading Score, record the version of the Reading Test, field #75, that was administered to the client.</p>

77 Math Grade	<p>Record the client's grade level equivalent in computational skills as determined by a generally accepted standardized or criterion-referenced test (administered within the last twelve months) or a school record of reading level (administered within the last twelve months).</p> <p>Grade Level Codes:</p> <p>0-12.9 Grade level equivalent test result</p> <p>13 Grade 13 to 15</p> <p>87 Not tested and obviously below the 9th grade level</p> <p>88 Refused testing, could not be tested or testing was not need</p> <p>89 Individuals whose highest grade is equal to 16 or above</p> <p>Either field #77, or fields #78-80 are required.</p>
78 Math Score	<p>Record the client's raw score in computation skills as determined by a generally accepted standardized or criterion-referenced test.</p>
79 Math Test	<p>If a raw score is reported in field #78, Math Score, record the code for the test that was administered from the list below:</p> <p>001 Adult Basic Learning Examination (ABLE)</p> <p>004 Armed Forces Qualifying Test (AFQT)</p> <p>006 California Achievement Test (CAT)</p> <p>007 Career Ability Placement Survey (CAPS)</p> <p>008 Comprehensive Adult Student Assessment System (CASAS) Appraisal</p> <p>009 CASAS Survey Achievement Tests</p> <p>010 General Aptitude Test Battery (GATB)</p> <p>011 Iowa Test of Basic Skills (ITBS)</p> <p>012 Metropolitan Achievement Test (MAT)</p> <p>014 Tests of Adult Basic Education (TABE)</p> <p>015 Wide Range Achievement Test (WRAT)</p> <p>016 Other</p>
80 Math Version (Optional)	<p>If a raw score is reported in field #78, Math Score, record the version of the Math Test, field #79, that was administered to the client.</p>

81 Pell Grant Recipient	<p>Select the appropriate number. This item may be updated at anytime while the individual is receiving WIA services (except follow-up services).</p> <p>1 Yes—The client is, or has been notified they will be, receiving a Federal Pell Grant.</p> <p>2 No, Applied but denied—The client applied for a Pell Grant, but was denied.</p> <p>3 No, Application Pending—The client applied for a Pell Grant, and is waiting for approval or denial.</p> <p>4 Application not submitted—The client did not apply for a Pell Grant.</p>
82 Pell Grant School Year Award Amount	<p>Record the dollar amount ("0000.00") of the Pell Grant that has been awarded to the client for the year.</p>
83 Labor Force Status (Optional)	<p>Select the appropriate number.</p> <p>1 Employed—During the last seven-days prior to WIA application, the individual:</p> <ul style="list-style-type: none"> a. Has done any work at all as a paid employee, in his or her own business, profession or farm; OR b. Has done 15 or more hours as an unpaid worker in an enterprise operated by a member of the family; OR c. Has a job or business from which he or she is temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time-off, and whether or not they are seeking another job. <p>2 Not employed—The client does not meet the definition of employed or who, although employed, has received notice of termination of employment. This also includes dislocated workers engaged in "stopgap" employment. A complete definition of "stopgap" employment can be found in the WIA Eligibility Technical Assistance Guide (TAG) for PY2003-2004.</p>
84 Weeks Not Employed Last 26 Weeks	<p>Record the number of weeks (1-26) that the client was not employed during the 26 weeks immediately prior to applying for WIA. This field will be skipped if Labor Force Status in field #83 is 1 (Employed).</p>

85 Hourly Wage (Optional)	<p>Record the hourly wage the client earned or is earning. If the individual is paid by commission or receives a salary, you can convert to the hourly wage by dividing the amount paid by the number of hours the individual is working. The term “hourly wage” can include any bonuses, tips, gratuities, commissions, and overtime pay earned. The hourly wage collection should be consistent with the manner that the hourly wage is collected on the follow-up form in order for these figures to be used in estimating the earnings gains for the client.</p>
86 Referred by WPRS (Profiling)	<p>Select the appropriate number.</p> <p>1 Yes—The client is an Unemployment Insurance compensation claimant who has been referred to WIA reemployment services by the Worker Profiling and Reemployment Services (WPRS) system.</p> <p>2 No</p>
87 Dislocated Worker	<p>Select the appropriate number.</p> <p>1. Terminated, or Laid off</p> <p>Has been terminated, voluntarily terminated, laid off or has received a notice of termination or layoff from employment; AND</p> <p>a. Is eligible for, or has exhausted, entitlement to Unemployment Insurance compensation; OR</p> <p>b. Is not eligible for Unemployment Insurance compensation due to insufficient earnings or having performed services for an employer that was not covered under a State Unemployment Insurance compensation law, but demonstrates a sufficient attachment to the workforce; AND</p> <p>Is unlikely to return to a previous industry or occupation.</p> <p>OR</p> <p>2. Received Notice of Layoff</p> <p>Has been terminated or laid off, or has received a notice of termination or layoff from employment as a result of any permanent closure of, or any substantial layoff at a plant, facility or enterprise;</p>

<p>Dislocated Worker (Continued)</p>	<p>OR</p> <p>3. Long Term Unemployed</p> <p>The client is employed at a facility, has not received a notice but the employer has made a general announcement that the facility will close within 180 days; OR</p> <p>For purpose of eligibility to receive services other than training services (WIA Section 134(d)(4)), intensive services (WIA Section 134(d)(3)) or supportive services, is employed at a facility at which the employer has made a general announcement that the facility will close but without a timeframe.</p> <p>OR</p> <p>4. Self Employed</p> <p>Was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters.</p> <p>OR</p> <p>5. Displaced Homemaker</p> <p>Is a displaced homemaker. A displaced homemaker means an individual who has been providing unpaid services to family members in the home and who:</p> <ul style="list-style-type: none"> a. Has been dependent on the income of another family member but is no longer supported by that income; AND b. Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment. <p>9 Not Applicable</p>
<p>88 Dislocation Date</p>	<p>Record the last day of employment at the dislocation job (MM/DD/YYYY). If there is no dislocation job, (e.g., displaced homemakers), leave blank. If the individual is still employed, this field should be left blank until the qualifying dislocation takes place.</p>

89 Job Code at Dislocation	Record the five or six-digit SOC/O*NET, ONET3, OES, or nine-digit DOT code that best describes the individual's type of employment at their place of dislocation. This code should be the one at which the individual is most skilled or the one for the job held longest. NOTE: The choice of Job Code Type (SOC, ONET3, OES, ...) is limited based on system design. The Job Code Type JTA will accept is selected in the Enter System Function Table (ESYS) screen by the JTA System Administrator. If you do not know which Job Code Type your system is configured for, contact your JTA MIS Administrator.
90 Job Title	After a valid job code has been entered, the job title will be displayed in this field. Record the title of the job noted in field #89.
91 Dislocation Industry Code (Optional)	Record the first three-digits of the Standard Industrial Classification (SIC) or North American Industry Classification System (NAICS) industry code of the qualifying dislocation.
92 Tenure at Employer of Dislocation (months)	Record the number of months ("000") the client was employed at the place of dislocation.
93 Employer Number	Record the number assigned to the employer from the list provided by the subgrantee MIS section.
94 Employer Name	Record the business name of the employer for whom the client is/was working. After entry of a valid employer number, all employer information will be displayed.
Employer Address	These fields will auto-fill after the Employer Number has been entered.
Employer City	Record the city of the employer.
Employer State / Zip	Record the State and Zip code of the employer.
Employer Telephone	Record the employer's contact telephone number including the area code. Do not leave this item blank.

95 Eligibility	<p>Select the appropriate letter.</p> <p>A Adult WIA</p> <p>The client is eligible for the Adult WIA program if the individual is age 18 or older.</p> <p>B Adult Low Income</p> <p>The client is eligible for the Adult Low Income program if the individual is age 18 or older AND is considered low income, as noted in field Line Item #60, Low Income.</p> <p>WIA Section 134 (d)(4)(E) PRIORITY: Unless the local board determines that funds allocated to a local area for adult employment and training activities are not limited under paragraph (2)(A) or (3) of Section 133(b), priority shall be given to recipients of public assistance and other low income individuals for intensive services and training services. The local board shall direct the one-stop operators in the local area with regard to making determinations related to such priority.</p> <p>D Dislocated Worker</p> <p>1. Has been terminated, voluntarily terminated, laid off or has received a notice of termination or layoff from employment; AND</p> <p>a. Is eligible for, or has exhausted, entitlement to Unemployment Insurance compensation;</p> <p>OR</p> <p>b. Is not eligible for Unemployment Insurance compensation due to insufficient earnings or having performed services for an employer that was not covered under a State Unemployment Insurance compensation law, but demonstrates a sufficient attachment to the workforce; AND</p> <p>Is unlikely to return to a previous industry or occupation.</p>
-----------------------	---

<p>Eligibility (Continued)</p>	<p>OR</p> <p>2. Has been terminated or laid off, or has received a notice of termination or layoff from employment as a result of any permanent closure of, or any substantial layoff at a plant, facility or enterprise;</p> <p>OR</p> <p>The client is employed at a facility, has not received a notice but the employer has made a general announcement that the facility will close within 180 days;</p> <p>For services other than training services (Section 134(d)(4)), intensive services (Section 134(d)(3)) or supportive services, is employed at a facility at which the employer has made a general announcement that the facility will close but without a timeframe.</p> <p>OR</p> <p>3. Was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters.</p> <p>OR</p> <p>4. Is a displaced homemaker. A displaced homemaker means an individual who has been providing unpaid services to family members in the home and who:</p> <ul style="list-style-type: none"> a. Has been dependent on the income of another family member but is no longer supported by that income; AND b. Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.
---	---

<p>Eligibility (Continued)</p>	<p>F Youth (age 14 – 18)</p> <p>The client is eligible for Youth services (WIA Section 101(13)), if the following criteria have been met:</p> <ol style="list-style-type: none"> 1. The client is age 14 through 18; 2. Is a low income individual, as defined in WIA Section 101(25), and noted in field #60, Low Income; <p>AND</p> <ol style="list-style-type: none"> 3. Is within one or more of the following categories: <ol style="list-style-type: none"> a. Deficient in basic literacy skills; OR b. School dropout: OR c. Homeless, runaway, or foster child; OR d. Pregnant or parenting; OR e. An offender; OR f. Is an individual (including a youth with a disability) who requires additional assistance to complete an educational program, or to secure and hold employment (WIA Section 101(13)). <p>G Youth (age 19 – 21)</p> <p>The client is eligible for Youth services (WIA Section 101(13)), if the following criteria have been met:</p> <ol style="list-style-type: none"> 1. The client is age 19 through 21; 2. Is a low income individual, as defined in WIA Section 101(25), and noted in field #60, Low Income; <p>AND</p> <ol style="list-style-type: none"> 3. Is within one or more of the following categories: <ol style="list-style-type: none"> a. Deficient in basic literacy skills; OR b. School dropout; OR c. Homeless, runaway, or foster child; OR d. Pregnant or parenting; OR e. An offender; OR
---	---

<p>Eligibility (Continued)</p>	<p>f. Is an individual (including a youth with a disability) who requires additional assistance to complete an educational program, or to secure and hold employment (WIA Section 101(13)).</p> <p>H Veteran Grant</p> <p>The client is eligible for Veteran services (WIA Section 168), if the following criteria have been met:</p> <ol style="list-style-type: none"> 1. The client is eligible as an individual who served in the active military, naval, or air service, and who was discharged or released from such service under conditions other than dishonorable. <p>AND</p> <ol style="list-style-type: none"> 2. Is within one or more of the following categories: <ol style="list-style-type: none"> a. Service-connected disability; OR b. Significant barrier to employment; OR c. Campaign veteran; OR d. Recently separated veteran. <p>I 5 Percent Window Youth (age 14 – 18)</p> <p>Not more than 5 percent of clients assisted under WIA Section 129(c)(5) in each subgrantee may be individuals who do not meet the minimum income criteria, as noted in field #60, Low Income, to be considered eligible youth. Such individuals must be age 14 through 18 at the time of WIA application;</p> <p>AND</p> <p>Is within one or more of the following categories:</p> <ol style="list-style-type: none"> 1. School dropout; OR 2. Deficient in basic literacy skills; OR 3. Educational attainment is one or more grade levels below the grade level appropriate to the age of the individual; OR 4. Pregnant or parenting; OR 5. Is disabled, including learning disabilities; OR 6. Homeless or runaway; OR 7. Offender; OR 8. Faces serious barriers to employment as identified by the local board.
---	---

<p>Eligibility (Continued)</p>	<p>J 5 Percent Window Youth (age 19 – 21)</p> <p>Not more than 5 percent of clients assisted under WIA Section 129(c)(5) in each subgrantee may be individuals who do not meet the minimum income criteria, as noted in field #60, Low Income, to be considered eligible youth. Such individuals must be age 19 through 21 at the time of WIA application;</p> <p>AND</p> <p>Is within one or more of the following categories:</p> <p>School dropout; OR</p> <ol style="list-style-type: none"> 1. Deficient in basic literacy skills; OR 2. Educational attainment is one or more grade levels below the grade level appropriate to the age of the individual; OR 3. Pregnant or parenting; OR 4. Is disabled, including learning disabilities; OR 5. Homeless or runaway; OR 6. Offender; OR 7. Faces serious barriers to employment as identified by the local board. <p>N Long Term Unemployed</p> <p>The client is eligible for the National Emergency Grant (NEG), Wildfire Project. The client is eligible as Long Term Unemployed if the following criteria have been met:</p> <ol style="list-style-type: none"> 1. Client has been unemployed for 15 weeks out of the last 26-weeks; AND 2. Are unlikely to return to their normal or usual occupation from which they became unemployed. <p>X Not Eligible</p> <p>The client is ineligible for the WIA program.</p>
<p>Signature of Interviewer</p>	<p>The person responsible for completion of this form must sign here.</p>
<p>96 Interviewer ID (Optional)</p>	<p>Record the identification number assigned by the subgrantee for the person responsible for completion of this form.</p>
<p>Date</p>	<p>Record the date the interviewer completed this form.</p>

Signature of Reviewer	The reviewer must sign the application form. The signature certifies that the proper eligibility has been determined for the WIA program.
97 Reviewer ID (Optional)	Record the identification number assigned by the subgrantee for the person responsible for review of this form.
EWIR Complete	All fields that are required for “EWIR Complete” must have valid values before this field can be changed to “YES.” Otherwise this field will display as “NO.”
Date	Record the date the reviewer signed this form.
Signature of Client	Once the application form has been completed, review the form with the client and have them sign the application form. The client’s signature constitutes the client’s certification that the WIA application information is true and correct.
Date	Record the date the client signed the application form.
Signature of Parent, Guardian or Responsible Adult	In the case of a client who is a minor (except an emancipated minor), the signature of a parent, guardian or responsible adult is required to certify that the WIA application information is true and correct.
Date	Record the date the parent, guardian or responsible adult signed the application form.
Remarks	Provide any additional details essential to this application form.



Upon completion of all the appropriate fields, the record may be filed by pressing the <F5> key. At that time the client and application tables in the database will be updated.

Function Keys

The following are the function keys that are available in this program:

<F4>	This function is operational in this form.
<F5>	At time of filing, if an application number is auto-generated, the following prompt will be displayed: “Please record auto-generated data. Press any key to continue.”
<F6>	If there is no case number linked to this application, then it may be deleted. If case records are linked to this application, the following message will be displayed: “Form may not be deleted, case data exists.”
<F7>	Page back to previous page.
<F8>	Page forward to next page.
<Shift F7> or <F17>	This function key will call the Display Client History module.

All other function keys will operate in the normal mode.

Chapter

3

Enter WIA Enrollment/Registration Form (EWIE)

The Enter Workforce Investment Act (WIA) Enrollment/Registration form (EWIE) is used to record the enrollment of an eligible WIA client into the WIA program. An enrollment form is completed to enroll a client into an activity.

Individuals who are primarily seeking information and do not seek direct, one-on-one staff assistance do not need to be enrolled/registered. However, when an individual seeks more than minimal assistance from staff in taking the next steps toward self-sufficient employment, then eligibility must be determined. At that time, an Enrollment/Registration form is completed to enroll the client into an activity. Enrollment/Registration is the point at which information that is used in performance measurements begins to be collected.

Only one enrollment form is completed for each client unless the client is receiving services from different WIA funding sources. For example, if a client were co-enrolled in both the WIA Adult program and the Older Youth program, a separate enrollment form would be completed for each funding source. A separate line on the enrollment form will be used for each specific activity, such as adult education, case management and training.



WORKFORCE INVESTMENT ACT ENROLLMENT/REGISTRATION

Subgrantee Name	
01	Social Security Number
02	Case Number
Application Number	

Last Name					First Name / Middle Initial												
03 Grant Code		04 Agency Code		05 Labor Force Status 1 Employed 2 Not employed		06 Enrollment Date		07 Date ITA Established		08 Total Amount of ITA							
Activity 1	09 Activity Code	10 Agency Code	11 State Provider ID	12 Program Code	13 Job Code / Job Description		14 Begin Date	15 Est / End Date	16 ITA Amount Used	17 Completion Code	18 Goal Code						
Activity 2	Activity Code	Agency Code	State Provider ID	Program Code	Job Code / Job Description		Begin Date	Est/End Date	ITA Amount Used	Completion Code	Goal Code						
Activity 3	Activity Code	Agency Code	State Provider ID	Program Code	Job Code / Job Description		Begin Date	Est/End Date	ITA Amount Used	Completion Code	Goal Code						
Enrolling Staff Signature				19 Enrolling Staff ID				Date									
Activity Codes Core 10 Follow-up Services, Counseling 11 Staff Assisted Job Development 12 Staff Assisted Job Referrals 13 Staff Assisted Job Search, Placement 14 Staff Assisted Workshops / Job Clubs 15 Other Core Services 16 Non-WIA Funded Core Services 17 Co-enrolled Core Services Intensive 30 Case Mgt for Participants 31 Comprehensive Assessments 32 Development of Individual Employment Plan 33 Group Counseling 34 Work / Entry Employment Experience 35 Individual Counseling and Career Planning 36 Out-of-Area Job Search 37 Relocation Expenses 38 Short Term Pre-vocational Services 39 Internships 40 Other Intensive Services 41 Non-WIA Funded Intensive Services 42 Co-enrolled Intensive Services						Training 50 Adult Education 51 Customized Training 52 Entrepreneurial Training 53 Job Readiness Training 54 Occupational Skills Training 55 On-The-Job Training 56 Private Sector Training 57 Skill Upgrading and Retraining 58 Workplace Training and Coop Ed 59 Other Training Services 60 Non-WIA Funded Training Services 61 Co-enrolled Training Services Youth 70 Summer-related 71 Educational Achievement Services 72 Employment Services 73 Citizen and Leadership Services 74 Other Youth Services 75 Non-WIA Funded Youth Services 76 Co-enrolled Youth Services Miscellaneous 80 Other JTPA 81 Supportive Services 82 Needs-related Payments 83 Planned Break In Services: Delay in Training 84 Non-WIA Funded Miscellaneous 85 Co-enrolled Miscellaneous Services 86 Planned Break in Services: Health / Medical 90 : 99 Optional Local Use						Goal Codes (Youth Only) Basic Skills 001 Reading Comprehension 002 Math Computation 003 Writing 004 Speaking 005 Listening 006 Problem Solving, Reasoning, Decision Making 013 ESL / VESL 015 Life Skills Occupational Skills 007 Perform Actual Tasks 008 Familiarity with Procedures, Tools 016 Technology 019 Information Skills Work Readiness Skills 009 World of Work Awareness 010 Labor Market Knowledge 011 Career Planning 012 Job Search Techniques 014 Leadership 017 Allocates Resources 018 Team Work 020 Interpersonal Skills					
						Completion Codes 1 Completed 2 Not Completed, Involuntary 3 Not Completed, Voluntary 9 Completed during JTPA											

Sample Entry Screen

The mnemonic for accessing the entry data screen is located in the MWIS Workforce Investment Act Screens menu option within the MWIA Workforce Investment Act menu option. The fastest method to activate the program is by entering the program's mnemonic **"EWIE"** anywhere within the menu environment. After entering the mnemonic, the following data entry screen is displayed:

Enter WIA Enrollment/Registration Form



EWIE		Enter WIA Enrollment/Registration Form						ADD	
01 SSN	- -	Name							
02 Case Num		App Num							
03 Grant Code				06 Enrollment Date	/	/			
04 Agency Code				07 Date ITA Established/	/	/			
05 Labor Force Status				08 Total Amt of ITA					
Activities / Services Section				19 Enrolling Staff ID					
Ac Cd	Agy Cd	Provider Code	Program Code	Job Code	Begin Date	Est / End Date	ITA Amt Used	Cmp Cd	Gl Cd
					/ /	/ /			
					/ /	/ /			
					/ /	/ /			
					/ /	/ /			
					/ /	/ /			
					/ /	/ /			
					/ /	/ /			
					/ /	/ /			
					/ /	/ /			
					/ /	/ /			
					/ /	/ /			


Line Item Instructions


The following are line item instructions for the WIA Enrollment/Registration form. These instructions are intended to assist you with completion of this form and data entry into the Job Training Automation (JTA) system.



For detailed instructions on the JTA system, please refer to the instructions marked with this icon.

Subgrantee Name (Optional)	Record the name of the subgrantee or the four character alpha code.
01 Social Security Number	<p>Record the client's Social Security Number (SSN). Compare the SSN entered here to the SSN shown on the application form to verify its accuracy.</p> <p>The Department of Labor (DOL) does not accept records transmitted without valid Social Security Numbers.</p>
02 Case Number 	<p>If the form you are using does not have a pre-printed number, you may either assign one or allow the computer to assign the next sequential number. Do not reuse closed case numbers.</p> <p>To auto-generate a number, press <Enter> on this field. You will be asked if you wish to auto-generate a number. If you respond with "Y", a number will be generated when the record is filed.</p> <p>If this is a new case record, the word "ADD" will appear in the upper right-hand corner of the screen. If this is an existing case record, either the word "UPDATE" or "VIEW" will appear.</p> <p>When a record is opened in "UPDATE" mode, the record will be locked and only the person updating that record will have access to that record. If another user attempts to access the record, a message will appear indicating no changes can be made because the record is "locked."</p>
Application Number 	<p>Record the application number as it appears on the WIA application form.</p> <p>The application must exist in the database and be complete. After the application number has been entered, the client's name will be displayed.</p> <p>At this point, you may view the history for the client by pressing the <Shift F7> or <F17> key. This is the Display Client History key and will display the same information as the Query Client History (QCH).</p>
Last Name	Record the client's last name and compare it with the application form to verify its accuracy.
First Name / Middle Initial	Record the client's first name/middle initial and compare it with the application form to verify its accuracy.

03 Grant Code 	<p>Record the grant code of the WIA program in which the client is being served. Refer to the list of assigned WIA grant codes for accurate identification numbers.</p> <p>Client must be eligible on the application form for the grant entered here. (See field #95 on the Application form.) The <F1> key may be pressed to display a list of valid grant codes.</p>
04 Agency Code (Optional)	<p>Record the code that has been assigned by the subgrantee to the service provider that conducts the initial intake interview. This is an optional entry.</p> <p>If the agency code is not known, use the <F1> key to display a window of valid agency codes.</p>
05 Labor Force Status	<p>Record the current employment status of the client on the date enrolled/registered into a WIA program. Select the appropriate number.</p> <p>1 Employed—During the last seven-days prior to WIA registration, an employed individual:</p> <ul style="list-style-type: none"> a. Has done any work at all as a paid employee, in his or her own business, profession or farm; OR b. Has done 15 or more hours as an unpaid worker in an enterprise operated by a member of the family; OR c. Has a job or business from which he or she is temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time-off, and whether or not they are seeking another job. <p>2 Not employed—The client does not meet the definition of employed or who, although employed, has received notice of termination of employment. This also includes dislocated workers engaged in “stopgap” employment. A complete definition of “stopgap” employment can be found in the WIA Eligibility Technical Assistance Guide (TAG) for PY2003-2004.</p>
06 Enrollment Date	<p>Record the actual date (MM/DD/YYYY) that the client enrolled in the WIA program. Do not leave this item blank. This date cannot be prior to the application date.</p>

<p>07 Date ITA Established (Optional)</p> 	<p>Record the date (MM/DD/YYYY) that the Individual Training Account (ITA) was established on behalf of a client. WIA Title I adult and dislocated workers purchase training services from eligible providers they select in consultation with the case manager.</p> <p>Contracts for services may be used instead of ITA's only when one of the following three exceptions apply:</p> <ol style="list-style-type: none"> 1. When the services provided are on-the-job training (OJT) or customized training; <p>OR</p> <ol style="list-style-type: none"> 2. When the Local Board determines that there are an insufficient number of eligible providers in the local area to accomplish the purpose of a system of ITA's. The Local Plan must describe the process to be used in selecting the providers under a contract for services; <p>OR</p> <ol style="list-style-type: none"> 3. When the Local Board determines that there is a training services program of demonstrated effectiveness offered in the area by a community-based organization (CBO) or another private organization to serve special client populations that face multiple barriers to employment, as described in WIA Section 134(d)(4)(G). <p>This field does not apply to WIA youth. This is an optional field and should be left blank if it does not apply. This field may be updated at a later date, prior to completion of all services (exit).</p>
<p>08 Total Amount of ITA</p>	<p>Record the total dollar amount ("00000.00") of the ITA established for the client. This does not apply to WIA youth. This is an optional field and should be left blank if it does not apply. Payments from ITA's may be made in a variety of ways, including the electronic transfer of funds through financial institutions, vouchers, or other appropriate methods. Payments may also be made incrementally, through payment of a portion of the costs at different points in the training course.</p>

09 Activity Code

An adult or dislocated worker WIA client must have at least one registered core activity before an intensive activity, and they must have at least one intensive activity before a training activity, even if Non-WIA funds, (core code #16 and intensive code #41 below) are used to support these activities. Record the code for the activity provided to the client from the list below:

If the Activity Code is not known, you may use the <F1> key to display a list of codes.

CORE**10 Follow-up Services, Counseling**

- a. Follow-up services must be completed for a minimum of 12 months after employment begins for registered Adults and Dislocated Workers who are placed into unsubsidized employment and served under WIA. Local areas have broad discretion in determining the intensity and type of follow-up services. Follow-up services could include, but are not limited to:
 - (1) Additional career planning and counseling;
 - (2) Contact with the client's employer, including assistance with work-related problems that may arise;
 - (3) Peer support groups;
 - (4) Information about additional educational opportunities, and referral to supportive services available in the community.

<p>Activity Code (Continued)</p>	<p>In determining the need for these post-placement services, there may also be a review of the client's need for supportive services to meet the client's employment goals. As provided in Sec. 663.815, financial assistance, such as needs-related payments, for employed clients is not an allowable follow-up service since, under WIA section 134(e)(3)(A), needs-related payments are restricted to unemployed persons who have exhausted or do not qualify for Unemployment Insurance compensation and who need the payments to participate in training.</p> <p>b. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.</p> <p>11 Staff Assisted Job Development Staff assists the individual by working with the employer and job seeker.</p> <p>12 Staff Assisted Job Referrals Staff refers the individual to an employment opportunity and assists with testing and background checks.</p> <p>13 Staff Assisted Job Search, Placement Staff provides career counseling to assist the individual in determining whether more intensive services are required to obtain employment.</p> <p>14 Staff Assisted Workshops/Job Clubs Job search assistance (including job search skills training and job club activities) means the provision of instruction and support to a client to give the client skills in acquiring full time employment. The services provided may include, but are not limited to, resume writing, interviewing skills, labor market guidance, telephone techniques, information on job openings, and job acquisition strategies, as well as the provision of office space and supplies for the job search.</p> <p>15 Other Staff Assisted Core Services Other core services that do not fit into the above categories.</p>
--	--

Activity Code (Continued)	<p>16 Non-WIA Funded Staff Assisted Core Services Core services were provided to the individual by Non-WIA funding sources.</p> <p>17 Co-enrolled Core Services Core services were provided to the individual by co-enrolling into a different WIA funding source.</p> <p>INTENSIVE</p> <p>30 Case Management for Participants Case management refers to the provision of a client-centered approach in the delivery of services.</p> <p>31 Comprehensive Assessments Includes diagnostic testing and use of other assessment tools, and in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.</p> <p>32 Development of Individual Employment Plan Development of a plan, which identifies the employment goals, appropriate achievement objectives, and appropriate combination of services for the client to achieve the employment goals.</p> <p>33 Group Counseling Group counseling and career planning was provided to the client to achieve their employment goals.</p> <p>34 Work/Entry Employment Experience A planned, structured learning experience that takes place in a workplace for a limited period of time. Work experience may be paid or unpaid, as appropriate. A work experience workplace may be in the private for profit sector, the non-profit sector, or the public sector.</p> <p>35 Individual Counseling and Career Planning Individual counseling and career planning was provided to the client to achieve employment goals.</p> <p>36 Out-of-Area Job Search Client was provided services for out-of-area job search.</p>
--------------------------------------	---


Activity Code (Continued)	<p>37 Relocation Expenses Provided financial assistance to relocate in order to accept employment, as provided for by local policy.</p> <p>38 Short Term Pre-vocational Services Includes the development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training.</p> <p>39 Internships Staff refers the individual to an intern opportunity.</p> <p>40 Other Intensive Services Other intensive services that do not fit into the above categories.</p> <p>41 Non-WIA funded Intensive Services Intensive services were provided to the individual by Non-WIA funding source.</p> <p>42 Co-enrolled Intensive Services Intensive services were provided to the individual by co-enrolling into a different WIA funding source.</p> <p>TRAINING</p> <p>50 Adult Education This service must be offered in combination with other allowable training services (not including customized training).</p> <p>51 Customized Training Training that is:</p> <ul style="list-style-type: none"> a. Designed to meet the special requirements of an employer (including a group of employers); AND b. That is conducted with a commitment by the employer to employ an individual on successful completion of the training; AND c. For which the employer pays for not less than 50 percent of the cost of the training.
--------------------------------------	---

Activity Code (Continued)	<p>52 Entrepreneurial Training Entrepreneurial training is provided to the client.</p> <p>53 Job Readiness Training Training in job seeking and interviewing skills, understanding employer expectations, and enhancing a client's capacity to move toward self-sufficiency.</p> <p>54 Occupational Skills Training Occupational skills training, including training for non-traditional employment.</p> <p>55 On-the-Job Training Training by an employer that is provided to a paid client while engaged in productive work in a job that:</p> <ul style="list-style-type: none"> a. Provides knowledge or skills essential to the full and adequate performance of the job; AND b. Provides reimbursement to the employer of up to 50 percent of the wage rate of the client, for the extraordinary costs of providing the training and additional supervision related to the training; AND c. Is limited in duration that is appropriate to the occupation for which the client is being trained, taking into account the content of the training, the prior work experience of the client, and the service strategy of the client, as appropriate. <p>56 Private Sector Training Training programs operated by the private sector.</p> <p>57 Skill Upgrading and Retraining Training was provided for the purpose of upgrading the skills and/or retraining the client.</p> <p>58 Workplace Training And Coop Ed Programs that combine workplace training with related instruction, which may include cooperative education programs.</p>
--	---

<p>Activity Code (Continued)</p>	<p>59 Other Training Services Other training services that do not fit into the above categories.</p> <p>60 Non-WIA Funded Training Services Training services were provided to the individual by non-WIA funding source.</p> <p>61 Co-enrolled Training Services Training services were provided to the individual by co-enrolling into a different WIA funding source.</p> <p>YOUTH (younger youth must use only these codes)</p> <p>70 Summer-related The WIA youth received summer employment opportunities that are directly linked to academic and occupational learning.</p> <p>71 Educational Achievement Services Services include tutoring, study skills training, and instruction leading to completion of secondary school, including dropout prevention strategies, and alternative secondary school service.</p> <p>72 Employment Services Preparation for and success in employment services include paid and unpaid work experiences, including internships, and job shadowing, and occupational skill training.</p> <p>73 Citizen and Leadership Services Services are intended to develop the potential of youth as citizens and leaders and include leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours.</p> <p>74 Other Youth Services Additional supports for youth services include providing mentoring, comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, primarily provided to assist a youth in achieving employment-related success.</p>
--	---

Activity Code (Continued)	<p>75 Non-WIA Funded Youth Services</p> <p>Youth services were provided to the individual by non-WIA funding sources.</p> <p>76 Co-enrolled Youth Services</p> <p>Youth services were provided to the individual by co-enrolling into a different WIA funding source.</p> <p>MISCELLANEOUS</p> <p>80 Other JTPA</p> <p>This field is for clients who were transitioned from JTPA to WIA and received miscellaneous activities that were allowable under JTPA but are not allowable under WIA.</p> <p>81 Supportive Services</p> <p>Services such as transportation, child-care, dependent-care, housing, and payments, which are necessary to enable an individual to participate in activities authorized under Title I of WIA.</p> <p>82 Needs-related Payments</p> <p>Adults/Dislocated Workers in Training Services:</p> <p>Funds allocated to a local area that may be used to provide needs-related payments to adults and dislocated workers, respectively, who are unemployed and do not qualify for (or have ceased to qualify for) Unemployment Insurance compensation for the purpose of enabling such individuals to participate in programs of training services.</p> <p>Additional Eligibility Requirements:</p> <p>A dislocated worker who has ceased to qualify for Unemployment Insurance compensation may be eligible to receive needs-related payments only if such worker was enrolled in the training services by the end of the 13th week after the most recent layoff that resulted in a determination of the worker's eligibility for employment and training activities for dislocated workers under this subtitle; OR</p>
--------------------------------------	---

<p>Activity Code (Continued)</p>	<p>If later, by the end of the 8th week after the worker is informed that a short-term layoff will exceed six-months.</p> <p>Also, the individual did not qualify for or must have ceased to qualify for Unemployment Insurance compensation or trade adjustment assistance under TAA or NAFTA-TAA in order to be eligible to receive needs-related payments.</p> <p>Youth in Training</p> <p>Stipends for such activities as GED completion are allowable expenditures under the WIA youth program, provided the provision of a stipend is included in the client's individual needs assessment and individual service strategy. Provision of stipends must also have been approved in the local plan.</p> <p>83 Planned Break in Service: Delay in Training</p> <p>This activity code should be used to identify clients who have a planned gap in service of greater than 90 days so they will not be considered as exited. The gap in service must be due to a delay before the beginning of training. Service providers should document any gap in service that occurs with a reason for such a gap in service. Once a client has not received any WIA funded or partner services for 90 days or more they must be exited from the system.</p> <p>For younger youth only, use of this activity code must be tied in with a goal code. Use of activity code 83 will “stop the clock” on the one-year time limit to achieve the goal identified.</p> <p>84 Non-WIA Funded Miscellaneous</p> <p>Miscellaneous services were provided to the individual by non-WIA funding sources.</p> <p>85 Co-enrolled Miscellaneous</p> <p>Miscellaneous services were provided to the individual by co-enrolling into a different WIA funding source.</p>
--	--

Activity Code (Continued)	<p>86 Planned Break in Services: Health Medical</p> <p>This activity code should be used to identify clients who have a planned gap in service of greater than 90 days so they will not be considered as exited. The gap is service must be due to a medical/health condition that prevents an individual from participating in services. Service providers should document any gap in service that occurs with a reason for such a gap in service. Unless a planned break in service is recorded, a client who has not received any WIA funded or partner services for 90 days or more must be exited from the system.</p> <p>For younger youth only, use of this activity code does not have to be tied to a specific goal code. Use of activity code 86 will “stop the clock” on the one-year time limit for all goals associated with the client.</p> <p>90:99 Optional Local Use</p> <p>Activity codes 90 to 99 are provided for the optional use of the local areas.</p>
<p>10 Agency Code (Optional)</p> 	<p>Record the 4-character code that has been assigned by the Local Workforce Investment Area to the service provider that provides the service.</p> <p>Use the <F1> key to display a window of valid agency codes.</p>
<p>11 State Provider ID</p>	<p>Record the provider code from the Eligible Training Provider List (ETPL) that identifies the school/agency that provided the training activity. Leave this field blank for youth, customized training or OJT enrollments, and non-training activities, as it does not apply.</p> <p>The provider code may be obtained from the Print ETPL List (PETP) generated form in the JTA system by downloading the information for your county or for the provider at etpl.edd.ca.gov/wiaetpltp.asp.</p>
<p>12 Program Code</p>	<p>Record the 14-digit program code from the ETPL or at etpl.edd.ca.gov/wiaetpltp.asp that identifies the program activity. Leave this field blank for youth, customized training or OJT enrollments, and non-training activities, as it does not apply.</p>

13 Job Code (Optional)	<p>Basic skills, work readiness, and GED will not have a job code. This field should be left blank if it does not apply.</p> <p>Enter the 6-digit Standard Occupational Classification (SOC) code, 8-digit O*Net 3.0 Code, 9-digit Dictionary of Occupational Titles (DOT) code, the 5-digit Occupational Employment Survey (OES) code, or the 5 or 6-digit O*NET code that best describes the training occupation. If the client is to receive classroom occupational skills training, the six-digit Classification of Instructional Programs (CIP) code may be entered. If training is to be provided for more than one occupation, enter the code for the most significant occupational training received.</p>
14 Begin Date	<p>Enter the first date the client received services and/or training. Enter in the format of "MM/DD/YYYY". This date must be on or after the application date.</p>
15 Est/End Date	<p>This field has a dual purpose. First, record the estimated end date for the activity (MM/DD/YYYY); update it to the actual date of completion of the activity when services have been provided.</p>
16 ITA Amount Used (Optional)	<p>When services have been provided, record the cumulative dollar ("00000.00") amount expended from the ITA for this activity, if it was an ITA activity.</p>
17 Completion Code (Optional)	<p>When services have been provided, record the code that best describes the completion status of this activity:</p> <ul style="list-style-type: none"> 1 Completed 2 Not Completed, Involuntary 3 Not Completed, Voluntary 9 Completed during JTPA participation

18 Goal Code

The goal code is optional for adults, but required for youth. From the list below, select and record the goal code of the activity provided to the youth client. A youth who is determined to be basic literacy skills deficient must set a minimum of one basic skills goal. The goal must be set within 30 days of enrollment. A maximum of three goals may be set for a youth in one calendar year. Goals may be progressive, i.e., achieve 7th grade reading skills, achieve 8th grade reading skills, etc.

The <F1> key will display a help window with a list of valid goal codes.

BASIC SKILLS (Activity Code 71)


- 001** Reading Comprehension
- 002** Math Computation
- 003** Writing
- 004** Speaking
- 005** Listening
- 006** Problem Solving, Reasoning, Decision Making
- 013** ESL/VESL
- 015** Life Skills

OCCUPATIONAL SKILLS (Activity Code 72)

- 007** Perform Actual Tasks
- 008** Familiarity with Procedures, Tools
- 016** Technology (computer skills)
- 019** Information Skills

WORK READINESS SKILLS (Activity Code 72):

- 009** World of Work Awareness
- 010** Labor Market Knowledge
- 011** Career Planning
- 012** Job Search Techniques

Goal Code (Continued)	CITIZEN/LEADERSHIP SERVICES (Activity Code 73): 014 Leadership 017 Allocates Resources 018 Teamwork 020 Interpersonal Skills
Enrolling Staff Signature	The enrolling staff responsible for completion of this form must sign here.
19 Enrolling Staff ID 	Record the staff identification number assigned by the subgrantee for the person responsible for completion of this form. If the enrolling staff ID is not known, you may use the <F1> key to display a list of valid ID numbers.
Date	Record the date the enrolling staff member signed the enrollment form (MM/DD/YYYY).



Upon completion of all the appropriate fields, the record may be filed by pressing the **<F5>** key. At that time the activity and goal tables in the database will be updated.

Function Keys

The following are the function keys that are available in this program:

<F4>	This function is NOT operational in this form.
<F5>	<p>At the time of filing, if the case number is auto-generated, the following prompt will be displayed:</p> <p style="text-align: center;">“Please record auto-generated data. Press any key to continue.”</p> <p>For each row in the scrolling region containing data, if the activity record exists, update the record, otherwise insert the record. For any row that was cleared, delete the activity record.</p>
<F6>	<p>This record may not be deleted if there is an activity, goal, or exit record linked to this case number. If an activity, goal, or case record is linked to this case, the following message will be displayed:</p> <p style="text-align: center;">“Cannot delete, case has activity (or goal or exit) data.”</p> <p>You must delete all subsequent records, including activities, before deleting this one.</p>
<F7>	Page back to previous page.
<F8>	Page forward to next page.
< Shift F6> or <F16>	This function key allows the user to alternate between the scrolling region and the non-scrolling region of the screen.
<Shift F7> or <F17>	This function key will call the Display Client History module.
<Shift F8> or <F18>	When the cursor is placed in the Activity Code field (09), this key is used to remove an activity from the record. It will not delete the whole case record, but rather delete one activity. Otherwise, it behaves in normal fashion

All other function keys will operate in the normal mode.

Chapter

4

Enter WIA Goals Form (EWIG)

The Enter Workforce Investment Act (WIA) Goals form (EWIG) is used to record the goals that are set for and attained by a WIA youth client for performance measurement. Mandatory completion of this form is required for all youth ages 14-18.

The Department of Labor allows the maximum of three reportable goals per enrollment year to be set for the purpose of the youth skill attainment rate performance measure. A *maximum* of three primary goals per person in each enrollment year is allowable in order to prevent the setting of multiple minimum-level skill goals. There are three goal types: basic skills, occupational skills and work readiness. Clients may have any combination of the three types of skill goals. A youth who is determined to be basic skills deficient **must** have a minimum of one basic skill goal set as the first goal. If the client is not basic skills deficient and therefore does not have a basic skills goal, the individual must have a work readiness and/or an occupational skills goal if they are an in-school youth. If the client is an out of school youth (not in need of basic skills), it is a local option whether or not a work readiness skills goal and/or an occupational skills goal is necessary (Ref. TEGL 3-99, p 22).

Once a youth is registered, one goal per enrollment year is **required** for all in-school youth and any appropriately assessed out-of-school youth (youth 14-18 for goal setting purposes) that need to attain basic skills, work readiness skills, or occupational skills. At least one goal must be set within one month after Enrollment/Registration and must be recorded as being set **on** the date of Enrollment/Registration.

Because of the performance measurements on goals achieved, goals should be chosen which can be reached reasonably within one year of identification. Setting larger goals needing longer duration will result in negative performance evaluations. New goals may be set as initial goals are achieved.

This form will be used in two steps. Step one will be the establishment of a goal(s). At the establishment of a goal, the result code and date attained will not be completed. When the goal(s) have been reached or the one-year allowed period has expired, the result code and date attained must be completed in order to receive credit for the skill attainment outcome.

A line on the goal form will be used for each specific goal. Several goals might be set for one goal type. For example, a Basic Skills goal (01) might include reading comprehension (01) and writing (03).

See the example below:

Primary Goal	Goal Type	Goal Code	Goal Description	Date Set	Result Code	Result Description	Date Attained
1	1	001	Course to increase reading comprehension by one grade level.	07/01/02	1	Increased reading comprehension by one grade level. ATTAINED	12/01/02
1	1	003	Class instruction that will improve minimal writing skills.	12/01/02	1	Improved writing skills. ATTAINED	05/01/03
1	2	008	Train to perform actual work-related tasks.	05/01/03	2	Client dropped out of class. NOT ATTAINED	05/15/03
1	2	009	Familiarize client tools and equipment for job	07/05/03			



WORKFORCE INVESTMENT ACT GOALS

Subgrantee Name
01 Case Number
Application Number
02 Agency Code
Social Security Number

Last Name				First Name / Middle Initial			
Primary Goal	Goal Type	Goal Code	Goal Description	Date Set	Result Code	Result Description	Date Attained
Staff Signature				03 Goals Staff ID		Date	
Primary Goal Code 1 Primary Goal 2 Not Primary Goal		Goal Type 1 Basic Skills 2 Occupational Skills 3 Work Readiness Skills			Result Code 1 Attained Goal 2 Set, Goal Not Attained		
Goal Code							
BASIC SKILLS 001 Reading Comprehension 002 Math Computation 003 Writing 004 Speaking 005 Listening 006 Problem Solving, Reasoning, Decision Making 013 ESL / Vocational ESL 015 Life Skills		OCCUPATIONAL SKILLS 007 Perform Actual Tasks 008 Familiarity With Procedures, Tools 016 Technology 019 Information Skills			WORK READINESS 009 World of Work Awareness 010 Labor Market Knowledge 011 Career Planning 012 Job Search Techniques 014 Leadership 017 Allocates Resources 018 Team Work 020 Interpersonal Skills		

Sample Entry Screen

The mnemonic for accessing the entry data screen is located in the MWIS Workforce Investment Act Screens menu option within the MWIA Workforce Investment Act menu option. The fastest method to activate the program is by entering the program's mnemonic **"EWIG"** anywhere within the menu environment. After entering the mnemonic, the following data entry screen is displayed:

Enter WIA Goals Form




EWIG		Enter WIA Goals Form						ADD	
01	Case Num			Name					
	App Num			SSN			Grnt Cd	Grnt Desc	
02	Agency Cd			03	Goals Staff ID				
Primary	Goal	Goal	Goal	Date	Result	Result	Date		
Goal	Type	Code	Description	Set	Code	Description	Attained		
				/ /			/ /		
				/ /			/ /		
				/ /			/ /		
				/ /			/ /		
				/ /			/ /		
				/ /			/ /		
				/ /			/ /		
				/ /			/ /		
				/ /			/ /		
				/ /			/ /		
				/ /			/ /		
				/ /			/ /		
				/ /			/ /		

Line Item Instructions


The following are line item instructions for the WIA Goals form. These instructions are intended to assist you with completion of this form. These instructions also provide information on using the Job Training Automation (JTA) system.








For detailed instructions on the JTA system, please refer to the instructions marked with this icon.



Subgrantee Name (Optional)	Record the name of the subgrantee or three-digit subgrantee alpha code. This is an optional entry.
01 Case Number 	Record the seven-digit enrollment number from the WIA Enrollment/Registration form (EWIE). This must be a case that already has been entered into the JTA system. If the client has not yet been enrolled, or the enrollment has not yet been input, the following error message will be displayed: <p style="text-align: center;">“No Record Found.”</p> If this message appears, make sure the WIA enrollment has been entered for this client. You may use the Query Client History (QCH) <Shift F7> to view the history information. Once a valid enrollment number has been entered, application number, the client’s social security number, name, grant code and grant description will be displayed.
Application Number 	Record the application number as it appears on the Application form (EWIR). This field will be displayed, once the Case Number has been entered, as will the Social Security Number, client name, grant code and grant description will be displayed.
02 Agency Code (Optional) 	Record the code that has been assigned by the subgrantee to the service provider that completes the goal form. This is an <i>optional</i> entry. If the agency code is not known, use the <F1> key to display a window of valid agency codes.
Social Security Number	Record the client’s SSN. Compare the SSN entered here to the SSN shown on the Application form to verify its accuracy.

<i>Last Name, First Name, Middle Initial</i>	Record the client's last name, first name, middle initial, and compare it with the application form to verify its accuracy.
<i>Primary Goal</i>	<p>Select the appropriate number. The Department of Labor allows the maximum of three primary goals per program year to be set for the purpose of the youth skill attainment performance measurement. The subgrantee determines the three goals to be measured for the client by noting the goal as a primary goal, #1.</p> <p>1 Primary Goal</p> <p>This goal will be used in the performance calculations. Three primary goals per program year are allowable.</p> <p>2 Not Primary Goal</p> <p>This goal will not be used for performance.</p> <p>Note: If the subgrantee notes no goals as primary for a client, JTA will pick the first goal listed for that client as a primary one to be used for performance calculations.</p>
<i>Goal Type</i>	<p>A youth who is determined to be basic literacy skills deficient must have a minimum of one <i>basic skills</i> goal set. One goal per program year is required for all in-school youth and any appropriately assessed out-of-school youth that need to attain basic skills, work readiness skills, or occupational skills. Once a goal is set, it cannot be deleted. However, new goals may be set after initial goals are achieved. A previously set non-primary goal may not be changed to a primary one.</p> <p>Select the goal type in which the client is enrolled from the following:</p> <p>1 Basic Skills</p> <p>Include reading comprehension, math computation, writing, speaking, listening, problem solving, reasoning, decision-making and the capacity to use these skills.</p>

<p>Goal Type (Continued)</p> 	<p>2 Occupational Skills</p> <p>Include the proficiency to perform actual tasks and technical functions required by certain occupational fields at entry, intermediate or advanced levels. Secondary occupational skills entail familiarity with and use of set-up procedures, safety measures, work-related terminology, record keeping and paperwork formats, tools, equipment and materials, and breakdown and clean-up routines.</p> <p>3 Work Readiness Skills</p> <p>Include world of work awareness, labor market knowledge, occupational information, values clarification and personal understanding, career planning and decision-making, and job search techniques (resumes, interviews, applications, and follow-up letters). These skills also encompass survival/daily living skills such as using the phone, telling time, shopping, renting an apartment, opening a bank account, and using public transportation. Also, include positive work habits, attitudes, and behavior such as punctuality, regular attendance, presenting a neat appearance, getting along and working well with others, exhibiting good conduct, following instructions and completing tasks, accepting constructive criticism from supervisors and coworkers, showing initiative and reliability, and assuming the responsibilities involved in maintaining a job. This category also entails developing motivation and adaptability, obtaining effective coping and problem-solving skills, and acquiring an improved self-image.</p> <p>If the goal type is not known, use the <F1> key to display a window of valid goal types.</p>
---	--

<p>Goal Code</p>	<p>Record the goal code for the activity provided to the youth client from the list below.</p> <ul style="list-style-type: none"> 001 Reading Comprehension 002 Math Computation 003 Writing 004 Speaking 005 Listening 006 Problem Solving, Reasoning, Decision-making 007 Perform Actual Tasks 008 Familiarity with Procedures, Tools, Equipment 009 World of Work Awareness 010 Labor Market Knowledge 011 Career Planning 012 Job Search Techniques 013 ESL/VESL 014 Leadership 015 Life Skills 016 Technology (computer skills) 017 Allocates Resources 018 Team Work 019 Information Skills 020 Interpersonal Skills <p> If the goal code is not known, use the <F1> key to display a window of valid goal codes.</p>
<p>Goal Description</p> <p></p>	<p>Record the description of the goal noted above.</p> <p>A concise description of the goal code will be displayed once the Goal Code is entered.</p>

<p>Date Set</p> 	<p>Record the date the goal is established for the client (MM/DD/YYYY).</p> <p>At least one goal must be set within one month after Enrollment/Registration and must be recorded as being set on the date of Enrollment/Registration. (See form, EWIE.)</p> <p>New goals may be set as initial goals are achieved. Skill goals must be achieved within one year of their beginning date. Once the goal has been set and entered, it cannot be deleted. Primary skill goals will begin to count toward the skill attainment performance measurement as of their date set.</p> <p>The target date set can only be extended if the client has a planned gap in service in which they are placed in a hold status, does not receive services and plans to return to the program. To extend the target date, use the hold status Miscellaneous Activity Code from the EWIE, #83, Planned Break In Services: Delay in Training, or, #86, Planned Break In Services: Health/Medical, if appropriate and documented. When the client enters a hold status, the one-year clock for the goal target date stops. The clock resumes once the client is no longer in a hold status.</p>
<p>Result Code</p> 	<p>Select the appropriate number that describes the result of the goal activity above.</p> <p>1 Attained Goal</p> <p>Attainment of a goal is to be based on individual assessments using widely accepted and recognized measurement/assessment techniques.</p> <p>2 Set, Goal Not Attained</p> <p>Include goals whose anniversary date has passed without attainment of the goal. The anniversary date is the date one year after the date the goal was set.</p> <p>If the result code is not known, use the <F1> key to display a window of valid result codes.</p>
<p>Result Description</p> 	<p>Describe the result of the goal activity listed above. This is an optional field.</p> <p>A concise description of the result entered will display.</p>

Date Attained 	Record the date the goal was determined to be attained (MM/DD/YYYY). This is the date on which the individual's skills were tested or otherwise assessed. Date entered may not be a future date, and must be on or after the date set.
Staff Signature	The staff responsible for completion of this form must sign here.
Goals Staff ID 	Record the staff's assigned identification number. If the staff ID is not known, you may use the <F1> key to display a help window. This field is required.
Date	Record the date the staff member signed the goal form. (MM/DD/YYYY).



Upon completion of all the appropriate fields, the record may be filed by pressing the <F5> key. At that time the goal table in the database will be updated.

Function Keys

The following are the function keys that are available in this program:

<F4>	This function is NOT operational in this form.
<F5>	If the client is a youth (Eligibility Codes of F, G, I, or J) less than 19 years old, at least one of the primary goals must have a Date Set equal to the enrollment date. If not, the following message will be displayed and the cursor will go to the Date Set of the first primary goal on the screen. <p style="text-align: center;">“First Date Set must be the same as case enrollment date.”</p>
<F6>	If there is no exit record linked to the application for this case, then the goals may be deleted (all goal records for the case will be deleted). If an exit record is linked to the application for this case, the following message will be displayed: <p style="text-align: center;">“Cannot delete, application has been exited.”</p>
<Shift F8> or <F18>	If pressed on first field of the goal row, the entire row will be cleared. Otherwise, the function key behaves normally.

All other function keys will operate in the normal mode.

Chapter

5

Enter WIA Exit Form (EWIT)

The Enter Workforce Investment Act (WIA) Exit form (EWIT) is used to record the exit of a client from the WIA program and to track post-program services. This form should only be used when a client has completed **all** services, including partner services, or when they are not expected to return. WIA performance measures require staff to focus on follow-up and post-program services in order to meet the performance levels set.

If there are activities on the Enrollment form that do not have a completion date, or goals on the Goal form that do not have a completion date, this form may not be filed. You must return to the enrollment and/or goal form and indicate completion dates for all activities and goals.

The terms credential, certificate and diploma are used interchangeably throughout the WIA forms. Therefore, a definition of the term “credential” is provided here as it is defined by the Department of Labor in Training and Employment Guidance Letter 7-99.

Credential—*nationally recognized degree or certificate or State/locally recognized credential. Credentials include, but are not limited to, a high school diploma, GED or other recognized equivalents, post-secondary degrees/certificates, recognized skill standards, and licensure or industry-recognized certificates. Include all State Education Agency recognized credentials. In addition, States should work with local Workforce Investment Boards to encourage certificates to recognize successful completion of the training services that are designed to equip individuals to enter or re-enter employment, retain employment, or advance into better employment. Credentials can be obtained while a person is still participating in services.*



WORKFORCE INVESTMENT ACT EXIT

Subgrantee Name
01 Application Number
02 Agency Code
Social Security Number

Last Name		First Name / Middle Initial	
03 Exit Codes	Exit Codes (Select up to three codes) 01 Entered Employment 02 Called Back / Remained With Layoff Employer 03 Entered Advanced Training 04 Entered Postsecondary Education 05 Attained Recognized Certificate / Diploma / Degree 06 Planned Services Completed 07 Planned Services Not Completed 08 Lacks Transportation 09 Family Care 10 Health / Medical 11 Cannot Locate 12 Death 13 Institutionalized 14 Voluntary Other 15 Objective Assessment Only 16 Returned to Secondary Education (Youth Only) 17 Soft Exit 18 Reservists Recalled		
04 Exit Date	05 Soft Exit Determination Date	06 Degree Attained 1 Yes 2 No, credential intended 3 No, credential not intended 4 No, Credential pending 5 No training services provided	07 Date Degree or Certificate Attained
08 Type of Degree Attained 1 High School Diploma 2 Equivalency / GED 3 AA or AS Diploma / Degree 4 BA or BS Diploma / Degree 5 Occupational Skills License 6 Occupational Skills Certificate or Credential 7 Other			
09 Entered Postsecondary Education 1 Yes 2 No		10 Entered Advanced Training 1 Yes 2 No	11 Entered Military Service 1 Yes 2 No
12 Entered Qualified Apprenticeship 1 Yes 2 No			
13 Date Employed	14 Employer Number	15 Employer Name	
Employer Address		Employer City / State	Employer ZIP
16 Employer Contact		17 Contact Phone	18 Job Code
19 Hours Per Week			
20 Hourly Wage	21 Training Related Employment 1 Yes 2 No 9 Not Applicable	22 Determination Method 1 Training to job 2 Industry to training 3 Other	23 Health Benefits 1 Yes 2 No
24 Non-Traditional Employment 1 Yes 2 No			
Exit Staff Signature		25 Exit Staff ID	26 Update Client Info? Y Yes N No
Date			
Post Exit Services			
27 Service Code	28 Description	29 Begin Date	30 End Date
Post Program Service Code 01 Educational Achievement 02 Employment Services 03 Additional Youth Support 04 Citizen and Leadership 05 Follow-up Services			

Sample Entry Screen

The mnemonic for accessing the entry data screen is located in the MWIS Workforce Investment Act Screens menu option within the MWIA Workforce Investment Act menu option. The fastest method to activate the program is by entering the program's mnemonic "**EWIT**" anywhere within the menu environment. After entering the mnemonic, the following data entry screen is displayed:

Enter WIA Exit Form



EWIT		Enter WIA Exit Form			
01	App Num	Name			
02	Agcy Cd	SSN			
03	Exit Codes			19	Hours Per Week 0.0
04	Exit Date	/	/	20	Hourly Wage 0.00
05	Soft Exit Determination Dt	/	/	21	Trng Reltd Employment
06	Degree Attained			22	Determination Method
07	Date Degree/Cert Attained	/	/	23	Health Benefits
08	Type of Degree Attained			24	Non-Trad Employment
09	Entered Post-Scndry ED			25	Exit Staff ID
10	Entered Advanced Trng			26	Update Client Info
11	Entered Military Service			Post Exit Services	
12	Entered Apprenticeship	Srv	Descrpt	Bgn Dt	End Dt
13	Date Employed	/	/	/	/
14	Employer Number	/	/	/	/
15	Employer Name				
	Address				
	CSZ	-			
16	Employer Contact				
17	Contact Phone	-	-		
18	Job Code				

Line Item Instructions


The following are line item instructions for the WIA Exit form. These instructions are intended to assist you with completion of this form. These instructions also provide information on using the Job Training Automation (JTA) system.






For detailed instructions on the JTA system, please refer to the instructions marked with this icon.




Subgrantee Name (Optional)	Enter the subgrantee name or three-digit subgrantee alpha code. This is an optional entry.
01 Application Number 	Record the application number as it appears on the application form. If an invalid application number is entered, the following error message will be displayed: <p style="text-align: center;">“No app record found.”</p> If an application number has been entered which has open goals or activities, the following error message will be displayed: <p style="text-align: center;">“Open activities/goals found. Cannot exit app.”</p> After the number is entered, the client SSN and name will be displayed. Compare what is displayed with what is recorded in those fields on the form.
02 Agency Code (Optional) 	Record the code that has been assigned by the subgrantee to the service provider that completes the exit form. This is an optional field. Press <F1> key to display a list of valid agency codes.
Social Security Number	Record the client's SSN. Compare the SSN entered here to the SSN shown on the application form to verify its accuracy.
Last Name	Record the client's last name, and compare it with the application form to verify its accuracy.
First Name / Middle Initial	Record the client's first name and middle initial, and compare it with the application form to verify its accuracy.
03 Exit Codes	Record the appropriate code(s) from the list below. Up to three codes may be entered. 01 Entered Employment The client entered full or part-time employment. This includes clients who enter the military and/or a qualified apprenticeship program. 02 Called Back/Remained with Layoff Employer The client was called back to or remained with the layoff employer.


<p>Exit Codes (Continued)</p>	<p>03 Entered Advanced Training The client entered advanced training.</p> <p>04 Entered Post-secondary Education The client entered an accredited degree-granting institution that leads to an academic degree (AA, AS, BA or BS).</p> <p>05 Attained Recognized Certificate/Diploma/Degree The client obtained a nationally recognized degree or certificate or a state/locally recognized credential.</p> <p>06 Planned Services Completed The individual's WIA service goals were completed, and the individual is no longer receiving services (excluding follow-up services).</p> <p>07 Planned Services Not Completed The individual's WIA service goals were not completed, and the individual is no longer receiving services (excluding follow-up services).</p> <p>08 Lacks Transportation The client is without a means of transportation.</p> <p>09 Family Care The client is responsible for the care of one or more family members, which precludes entry into employment or continued participation in WIA. This does not apply to youth.</p> <p>10 Health/Medical The client is receiving medical treatment, which precludes entry into employment, or continued participation in WIA other than temporary conditions expected to last less than 90 days.</p> <p>11 Cannot Locate The client cannot be located after utilizing the address, phone number, and additional contact information provided by the client to locate them.</p> <p>12 Death The client is deceased.</p>
---	---


<p>Exit Codes (Continued)</p>	<p>13 Institutionalized</p> <p>The client resides in an institution or facility providing 24-hour support such as a hospital or a prison and is expected to remain in that institution for at least 90 days.</p> <p>14 Voluntary Other</p> <p>The client voluntarily left the WIA program for reasons other than listed above.</p> <p>15 Objective Assessment Only</p> <p>The client received only objective assessment services. After July 1, 2000, those clients exited with objective assessment only will be counted in WIA performance measure calculations.</p> <p>16 Returned to Secondary Education (Youth Only)</p> <p>The youth exited WIA Services and was attending secondary school at exit. In-school youth that exit and return to secondary school following participation in summer employment opportunities are excluded from the younger youth diploma or equivalency rate and the younger youth retention rate performance measures. These youth are only included in the younger youth skill attainment rate performance measure. Out-of-school youth are included in all three of the younger youth performance measures because, by definition, they would not be returning to school following summer employment opportunities.</p> <p>17 Soft Exit</p> <p>A client does not receive any WIA-funded or non-WIA funded partner services for 90 days and is not scheduled for future services except follow-up services (soft exit). If a client is soft exited, the exit date will be the ending date of the last activity prior to the expiration of the 90 days.</p> <p>18 Reservists Recalled</p> <p>Reservists called to active duty that choose to return to WIA.</p> <p> Press <F1> key to display a list of valid exit codes. Select from that list the code/s desired and press <Enter>.</p>
--	---

<p>04 Exit Date</p> 	<p>Record the last date (MM/DD/YYYY) on which WIA Title I or partner services were received by the individual, excluding follow-up services. The exit date must be on or after the end date of the last activity (see EWIE field 15) received prior to the client exiting from the program. There are two ways to determine exit:</p> <ul style="list-style-type: none"> A. A client has a date of case closure, completion or known exit from WIA-funded or non-WIA funded partner services (hard exit); B. A client does not receive any WIA-funded or non-WIA funded partner services for 90 days and is not scheduled for future services except follow-up services (soft exit). If a client is soft exited, the exit date will be the ending date of the last activity prior to the expiration of the 90 days. <p>A planned gap in service of greater than 90 days should not be considered an exit if the gap is due to a delay before the beginning of training or a health/medical condition that prevents an individual from participating in services. This should be identified as activity code #83, on the EWIE. Service providers should document any gap in service that occurs with a reason for the gap.</p> <p>The exit date must be equal to or greater than the application and enrollment dates and on or after the last activity completion date. It cannot be a future date.</p>
<p>05 Soft Exit Determination Date</p>	<p>This field represents the day a soft exit is determined (not the last day of services received). A client does not receive any WIA-funded or non-WIA funded partner services for 90 days and is not scheduled for future services except follow-up services (soft exit).</p>
<p>06 Degree Attained</p> 	<p>Select the appropriate number.</p> <ul style="list-style-type: none"> 1 Yes 2 No, credential intended 3 No, credential not intended 4 No, credential pending 5 No training services provided <p>Press <F1> key to display a list of valid exit codes. Select from that list the code/s desired and press <Enter>.</p>

07 Date Degree or Certificate Attained	Record the date the client received a degree or certificate (MM/DD/YYYY), if applicable. This date must be on or prior to exit date.
08 Type of Degree Attained 	Select the appropriate number. 1 High School Diploma 2 Equivalency / GED 3 AA or AS Diploma / Degree 4 BA or BS Diploma or Degree 5 Occupational Skills License 6 Occupational Skills Certificate or Credential 7 Other Press <F1> key to display a list of valid exit codes. Select from that list the code/s desired and press <Enter>.
09 Entered Post-secondary Education (Optional)	Select the appropriate number. <i>Post-secondary education</i> is defined as a program at an accredited degree-granting institution that leads to an academic degree (AA, AS, BA or BS). 1 Yes 2 No
10 Entered Advanced Training (Optional)	Select the appropriate number. <i>Advanced training</i> is an occupational skills and employment or training program not funded under WIA title I, which does not duplicate training received under WIA title I. Training that leads to an academic degree (e.g., AA, AS, BA, BS) should be categorized as post-secondary education and not reported as advanced training. Advanced training may be provided by a One-Stop partner following the exit of the registrant from WIA. Advanced training does not include training funded partially or wholly with WIA funds. An example of advanced training is a community college program that does not lead to an advanced degree. 1 Yes 2 No

11 Entered Military Service	<p>Select the appropriate number. <i>Military service</i> is defined as reporting for active duty and is considered employment for the purpose of the youth retention rate performance measurement.</p> <p>Yes No</p>
12 Entered Qualified Apprenticeship	<p>Select the appropriate number. <i>Qualified apprenticeship</i> is defined as a program approved and recorded by the ETA/Bureau of Apprenticeship and Training (BAT) or by a recognized State Apprenticeship Agency (State Apprenticeship Council). Approval is by certified registration or other appropriate written credential. Apprenticeship is considered employment for the purpose of the youth retention rate performance measurement.</p> <p>1 Yes 2 No</p>
13 Date Employed (Optional)	<p>Record the date (MM/DD/YYYY) the client entered employment. This date must be on or prior to exit date.</p>
14 Employer Number (Optional) 	<p>Record the locally assigned number for the employer.</p> <p>If the number is unknown, move to the employer name field. Once the employer number has been correctly entered or created, the Employer Name, address, and phone will be displayed.</p>
15 Employer Name 	<p>Record the business name of the employer for whom the client is working.</p> <p>If the employer number is unknown, enter the first few characters of the name, then press <F1> key. A list of employers will be displayed, and the correct one may be selected. If the employer does not appear on the list, select “add employer” and proceed with the process of creating a new employer number.</p>
Employer Address	<p>Record the business address of the employer for whom the client is working.</p>
Employer City / State	<p>Record the city and state of the employer.</p>
Employer Zip 	<p>Record the Zip code of the employer.</p> <p>Enter XX for a state outside the US, and “00000” for a zip outside the US.</p>

16 Employer Contact (Optional)	Record the name of the contact person at the employer's place of business who can verify employment information.
17 Contact Phone (Optional)	Record the employer's contact telephone number including the area code.
18 Job Code (Optional)	Record the SOC/O*NET, OES, ONET3 or DOT code that best describes the individual's type of employment as well as the title of the job.
19 Hours Per Week (Optional)	Record the number of hours per week the client is working or is scheduled to work.
20 Hourly Wage (Optional)	Record the hourly wage at exit. If the individual is paid by commission or receives a salary, convert this to an hourly wage by dividing the amount paid by the number of hours the individual is expected to work. The term "hourly wage" includes any bonuses, tips, gratuities, commissions, and overtime pay earned.
21 Training Related Employment	<p>Select the appropriate number.</p> <p>1 Yes—The individual is placed into employment that uses a substantial portion of the skills taught in the training received by the individual.</p> <p>2 No</p> <p>9 Not Applicable</p>
22 Determination Method	<p>If Item #21 indicates "Yes", Select the appropriate number that indicates the method used to determine if employment is training related. Otherwise, skip.</p> <p>1 Training to job—Comparison of the occupation codes between the training activity and the job.</p> <p>2 Industry to training—Comparison of the industry of employment with the occupation of training using an appropriate crosswalk.</p> <p>3 Other—Another method was used.</p> <p> Press <F1> key to display a list of valid exit codes. Select from that list the code/s desired and press <Enter>.</p>
23 Health Benefits	<p>Select the appropriate number.</p> <p>1 Yes—The employment provides the individual with health insurance benefits.</p> <p>2 No</p>

24 Non-Traditional Employment	<p>Select the appropriate number. Both males and females can be in nontraditional employment. Refer to WIA Standardized Record Data, Attachment E, Appendix D, for information that may be used for determining non-traditional employment.</p> <p>1 Yes—The client has been placed in an occupation or field of work for which individuals of the client's gender comprise less than 25% of the individuals employed in such occupation or field of work [WIA Section 101(26)].</p> <p>2 No</p>
Exit Staff Signature	<p>The staff responsible for completion of this form must sign here.</p>
25 Exit Staff ID 	<p>Record the assigned staff identification number of the staff responsible for the completion of the form.</p> <p>Press <F1> key to display a list of Staff ID numbers.</p>
26 Update Client Info	<p>Enter “Y” to call up blank EWIR form and update client information. Enter “N” to continue to the next field.</p>
Date	<p>Record the date the staff member signed the exit form (MM/DD/YYYY).</p>



Upon completion of all entries, press the <F5> key to file the record. The following message will appear:

“Update Final Post Exit Service Date? (Y/N) N”



If no services were provided after exit, then accept the default of “No.” If services were provided, and/or have ended, change “N” to “Y”, and enter end date. Multiple services may be entered; see following instructions.

An exit form may not be deleted, once the record has been extracted for Individual Participant Data (IPD).

Post Exit Services

The following fields are used to track required youth services that are provided after the exit date. The use of this portion of this form is optional for adults. Only post-exit service fields may be updated on this form after the extraction of the IPD record.

<p>27 Service Code</p>	<p>Record the appropriate number for these services. Use one line for each service. There is a maximum of 5 lines and each Service Code can only be entered once. This section is required for youth.</p> <p>01 Educational Achievement</p> <p>Include, but are not limited to: Tutoring, study skills training, and instruction leading to completion of secondary school, including dropout prevention strategies, and alternative secondary school service.</p> <p>02 Employment Services</p> <p>Include, but are not limited to: paid and unpaid work experiences, including internships, and job shadowing; and occupational skill training.</p> <p>03 Additional Youth Support</p> <p>Include, but are not limited to: Providing mentoring, comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, primarily provided to assist a youth in achieving employment-related success.</p> <p>04 Citizen and Leadership</p> <p>Include, but are not limited to: Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours.</p> <p>05 Follow-up Services</p> <p>A minimum follow-up period of 12 months is required for all youth that exit the WIA program. Local areas have broad discretion in determining the intensity and type of follow-up services. Examples of follow-up services may include:</p> <ul style="list-style-type: none"> a. Job shadowing; b. A "Youth Day" career exploration activity organized at the One-Stop; c. Periodic, scheduled group meetings or one-on-one meetings to discuss educational or career options; d. Use of technology to explore Web sites and facilitate communication;
-------------------------------	---

<p>Service Code (Continued)</p> 	<p>e. Periodic telephone calls to inform youth of on-going activities such as job fairs or other career activities; and</p> <p>f. Adult mentoring and tutoring.</p> <p>This is a scrolling region which displays 14 rows at a time and has a maximum size of 25 rows. Press the <Enter> key at the end of row 14 to display subsequent rows.</p> <p>To remove a code, position the cursor on the line to be removed, in the code field. Press <Shift F8> to delete a row.</p> <p>Press <F1> key to display a list of valid service codes.</p>
<p>28 Description</p> 	<p>Record the description of the service noted above.</p> <p>The description will be displayed when the code is entered.</p>
<p>29 Begin Date</p>	<p>Record the begin date for the post-program service above (MM/DD/YYYY).</p>
<p>30 End Date (Optional)</p>	<p>Record the actual end date for the post-program service above (MM/DD/YYYY).</p>



Upon completion of all the appropriate fields, the record may be filed by pressing the **<F5>** key. At that time the exit and post exit services tables in the database will be updated.

Function Keys

The following are the function keys that are available in this program:

<F4>	This function is NOT operational in this form.
<F5>	<p>At time of filing, if all post exit service records for the application number have a service end date, or there are no post exit service records for the application number, the following prompt will be displayed:</p> <p style="text-align: center;">“Final Post Exit Service? (Y/N)”</p> <p>Default response is set to “N”</p> <p>If there is a final post service date, the following prompt will be displayed:</p> <p style="text-align: center;">“Update Final Post Exit Service Date? (Y/N)”</p> <p>If the exit record exists, update the record, otherwise insert the record. For each row in the scrolling region containing data, if the post exit service record exists, update the record, otherwise insert the record. For any row that was cleared, delete the record.</p>
<F6>	The exit record may not be deleted if there are post exit services for the application number. To delete the exit record, delete all post exit service records and then delete the exit record.
<F7>	Page back to previous page.
<F8>	Page forward to next page.
<Shift F8> or <F18>	If pressed while the first field of a row in the scrolling region is selected, the entire row will be cleared. Otherwise, it behaves in normal fashion

All other function keys will operate in the normal mode.

Chapter

6

Enter WIA Follow-Up Information Form (EWIF)

The Workforce Investment Act (WIA) Follow-up Information form (EWIF) is used to record the follow-up contact information with an exited WIA client. Follow-up Contact Information is **MANDATORY** for four quarters after a client's exit unless specified otherwise in the entities contract. The 30- and 60-day contacts are optional. The same data should be provided for each of the required reporting periods and the report type is specified in field #03

A follow-up contact is a check to determine a client's employment and educational status after exiting the WIA program. Individuals may be re-evaluated at 30 days after exit and at 60 days after exit for local purposes and at the 1st, 2nd, 3rd, or 4th quarter after the client leaves the program for performance measurement data collection. The same form is used for each contact, with an indicator of the follow-up period being selected.

Follow-up contact may also be used locally to determine the quality of any placement and/or the service providers' overall program, to monitor customer satisfaction and to obtain information on clients that may be used to measure performance outcomes.



WORKFORCE INVESTMENT ACT FOLLOW-UP INFORMATION

Subgrantee Name
01 Application Number
02 Agency Code
Social Security Number

Last Name		First Name / Middle Initial	
03 Follow-up Type (After Exit) 1 30 Day 4 2nd Quarter 2 60 Day 5 3rd Quarter 3 1st Quarter 6 4th Quarter		Follow-up Date	04 Interview Date
05 Follow-up Result 01 Complete: All Questions 06 Respondent Refused Interview 02 Complete Interview: Missing Data 07 Language Problem Prevented Interview 03 Respondent Never Located 08 Unable Due to Illness / Disability 04 Located but Never Available 09 Died / Incapable / Institutionalized After Exit 05 Informant Refused for Respondent			
06 Labor Force Status 1 Employed Full-Time 4 Not In Labor Force 2 Employed Part-Time 5 Status Unknown 3 Unemployed		07 Supplemental Data Verified Employment Status First Quarter after Exit 1 Employed 2 Not Employed 3 Not Applicable	08 Supplemental Data Verified Employment Status Third Quarter after Exit 1 Employed 2 Not Employed 3 Not Applicable
09 Date Degree or Certificate Attained		10 Type of Degree or Certificate Attained 1 High School Diploma 5 Occupational Skills License 2 Equivalency/GED 6 Occupational Skills Certificate or Credential 3 AA or AS Diploma/Degree 7 Other 4 BA or BS Diploma or Degree	
11 Continuing in Post-Secondary Education 1 Yes 2 No		12 Continuing in Advanced Training 1 Yes 2 No	
13 In Military Service 1 Yes 2 No	14 In Qualified Apprenticeship 1 Yes 2 No	15 Weeks Employed	16 With Exit Employer 1 Yes 2 No
17 Actual Hours Worked			
Most Recent Employer or Employer at Follow-Up			
18 Date Employed		19 Employer Number	
20 Employer Name		Employer City, State, ZIP	
Employer Address		21 Contact	
22 Phone		23 Job Code	
24 Hours Per Week		25 Hourly Wage	
26 Follow-up Staff ID			

Sample Entry Screen

The program is located in the MWIR Workforce Investment Act Reports menu option within the MWIA Workforce Investment Act menu option. The fastest method to activate the program is by entering the program's mnemonic "**EWIF**" anywhere within the menu environment. After entering the mnemonic, the following data entry screen is displayed:

EWIF – Enter WIA Follow-up Information Form




EWIF	Enter WIA Follow-up Form		ADD
01 App Num	Name		
02 Agency Cd	SSN - -		
03 Follow-up Type		10 Type of Degree Attained	
Follow-up Date	/ /	11 Continuing in Post-Sec Educ	
04 Interview Date	/ /	12 Continuing in Advanced Trng	
05 Follow-up Result		13 In Military Service	
06 Labor Force Status		14 In Qualified Apprenticeship	
07 Supp Data Emp St1		15 Weeks Employed	
08 Supp Data Emp St2		16 With Exit Employer	
09 Date Degree / Cert	/ /	17 Actual Hours Worked	
Most Recent Employer or Employer at Follow-up			
18 Date Emp	/ /	24 Hours per Week	0.0
19 EMP Num		25 Hourly Wage	0.00
20 EMP Name		26 Follow_up Staff	
Address			
CSZ			
21 Contact			
22 Phone	- -		
23 Job Code			




Line Item Instructions

The following are line item instructions for the Follow-up Information form (EWIF). These instructions are intended to assist you with completion of this form. These instructions are also intended to provide information on using the Job Training Automation (JTA) system.






For detailed instructions on the JTA system, please refer to the instruction marked with this icon.


Subgrantee Name (Optional)	Record the name or three-digit alpha code of the subgrantee.
01 Application Number 	<p>Record the application number as it appears on the Application form (EWIR).</p> <p>If an invalid application number is entered, the following error message will be displayed:</p> <p style="text-align: center;">“No app record found.”</p> <p>If the application has not yet been exited the following error message will be displayed:</p> <p style="text-align: center;">“App must be termed before follow-up.”</p> <p>After the application number is entered into the system, the social security number, and client’s name will be displayed.</p>
02 Agency Code (Optional) 	<p>Record the code that has been assigned by the subgrantee to the service provider that completes the follow-up form.</p> <p>If the agency code is not known, use the <F1> key to display a window of valid agency codes.</p>
Social Security Number	Record the client’s SSN. Compare the SSN entered here to the SSN on the application form to verify its accuracy.
Last Name	Record the client’s last name, and compare it with the application form to verify its accuracy.
First Name / Middle Initial	Record the client’s first name and middle initial, and compare it with the application form to verify its accuracy.
03 Follow-up Type (After Exit) 	<p>Select the appropriate number to indicate the period of the follow-up. The 30- and 60-day contacts are optional. The 1st, 2nd and 3rd and 4th Quarter Follow-ups are mandatory unless the entities contract specifies otherwise.</p> <ul style="list-style-type: none"> 1 30 Day 2 60 Day 3 1st Quarter 4 2nd Quarter 5 3rd Quarter 6 4th Quarter <p>Use the <F1> key to display a window of valid Follow-up Types.</p>

<p>Follow-up Date</p> 	<p>Generated by the JTA system. Based on the follow-up type and the exit date, the date calculated is the first day this follow-up may be performed and entered into the JTA system.</p>
<p>04 Interview Date</p>	<p>Enter the date (MM/DD/YYYY) of the follow-up interview. This date must be on or after the Follow-up Date but not greater than the date of data entry.</p>
<p>05 Follow-up Result (Optional)</p> 	<p>Select the appropriate number which most closely describes the result of the follow-up:</p> <ul style="list-style-type: none"> 01 Complete: All Questions 02 Complete Interview: Missing Data 03 Respondent Never Located 04 Located, but Never Available 05 Informant Refused for Respondent 06 Respondent Refused Interview 07 Language Problem Prevented Interview 08 Unable Due to Illness/Disability 09 Died/Incapable/Institutionalized After Exit <p>Use the <F1> key to display a window of valid Follow-up results.</p>
<p>06 Labor Force Status</p> 	<p>Select the appropriate number that describes the situation of the client at follow-up.</p> <ul style="list-style-type: none"> 1 Employed Full-Time 2 Employed Part-Time 3 Unemployed 4 Not in Labor Force 5 Status Unknown <p>Use the <F1> key to display a window of valid Labor Force Status.</p>

07 Supplemental Data Verified Employment Status First Quarter after Exit	<p>Select the appropriate number that describes whether the WIA client's employment status after exit was determined by using a supplemental data verification process. This field applies only to those exiters who were not found in the Unemployment Insurance Base Wage File (BWF). All others Select #3. Local areas must maintain the appropriate documentation verifying employment as required by federal guidance, TEGL 7-99. All data and methods to supplement wage record data must be documented and are subject to audit.</p> <p>1 Employed—This client was found to be employed in the first quarter after exit.</p> <p>2 Not Employed—This client was not found to be employed in the first quarter after exit.</p> <p>3 Not Applicable—This client was found in the BWF or supplemental verification was not attempted.</p>
08 Supplemental Data Verified Employment Status Third Quarter after Exit	<p>Select the appropriate number that describes whether the WIA client's employment status after exit was determined by using a supplemental data verification process. This field applies only to those exiters who were not found in the Unemployment Insurance Base Wage File (BWF). All others Select #3. Local areas must maintain the appropriate documentation verifying employment as required by federal guidance, TEGL 7-99. All data and methods to supplement wage record data must be documented and are subject to audit.</p> <p>1 Employed—This client was found to be employed in the third quarter after exit.</p> <p>2 Not Employed—This client was not found to be employed in the third quarter after exit.</p> <p>3 Not Applicable—This client was found in the BWF or supplemental verification was not attempted.</p>
09 Date Degree or Certificate Attained	<p>Enter the date (MM/DD/YYYY) the degree or certificate, if any, was attained by the client. Leave blank if this does not apply.</p>

10 Type of Degree or Certificate Attained	Select the appropriate number. 1 High School Diploma 2 Equivalency/GED 3 AA or AS Diploma/Degree 4 BA or BS Diploma or Degree 5 Occupational Skills License 6 Occupational Skills Certificate/Credential 7 Other Leave blank if this does not apply. Field is required if the previous field is completed.
11 Continuing in Post-secondary Education	Select the appropriate number regarding whether the client is continuing in postsecondary education since exit. 1 Yes 2 No
12 Continuing in Advanced Training	Select the appropriate number regarding whether the client is continuing advanced training since exit. 1 Yes 2 No
13 In Military Service	Select the appropriate number regarding whether the client is in military service since exit. 1 Yes 2 No
14 In Qualified Apprenticeship	Select the appropriate number regarding whether the client is in a qualified apprenticeship since exit. 1 Yes 2 No
15 Weeks Employed (Optional)	Record the number of weeks the client has been employed during the follow-up period.
16 With Exit Employer (Optional)	Select the appropriate number. 1 Yes —the client is employed with the same employer as reported at exit. 2 No
17 Actual Hours Worked (Optional)	Record the actual number of total hours the client worked for the employer during the follow-up period, including overtime.

18 Date Employed 	<p>Record the date (MM/DD/YYYY) the client entered new employment.</p> <p>Cursor will skip this field if client was not employed at termination and follow-up status is unknown. Otherwise the cursor will allow updating of employment information.</p>
19 Employer Number 	<p>Record the number assigned to the employer. This information may be taken from the WIA Exit form (EWIT) if the employer information has not changed.</p> <p>This information will be displayed from the WIA Exit form (EWIT) if the employer information has not changed. However, it may be updated with new information gained during the follow-up contact.</p> <p>Upon entry of a valid employer number, the name address city and zip will be displayed. If the new employer number is not known, clear the existing number, press return to move the cursor to the next field and proceed with finding the employer in the database Employer file.</p>
20 Employer Name 	<p>Record the business name of the employer for whom the client is working. This information may be taken from the WIA Exit form (EWIT) if the employer information has not changed.</p> <p>If the employer number is unknown, enter the first few characters of the name, then press <F1> key. A list of employers will be displayed, and the correct one may be selected. If the employer does not appear on the list, select “add employer” and proceed with the process of creating a new employer number.</p>
Employer Address	<p>Enter the business address of the employer for whom the client is working.</p>
Employer City, State, ZIP	<p>Enter the city, state, and ZIP code of the employer for whom the client is working.</p>
21 Contact	<p>Enter the full name of the contact person to verify or discuss the employment. If the personnel office is given, provide the name of the person authorized to hire the client. This information may be used for any of the follow-ups and may be taken from the WIA Exit form (EWIT) if the employer information has not changed.</p>
22 Phone	<p>Enter the telephone number, including the area code, of the employer’s contact person.</p>

23 Job Code	Enter the appropriate Dictionary of Occupational Titles (DOT), Occupational Employment Statistics (OES), Occupational Information Network 3 (ONET3) or Standard Occupational Classification (SOC) code for the client's job.
24 Hours Per Week	Enter the number of hours per week the client is working.
25 Hourly Wage	Enter the hourly wage the client is currently receiving. If the individual is paid by commission or receives a salary, you can convert the salary to the hourly wage by dividing the amount paid by the number of hours the individual actually worked. The term "hourly wage" can include any bonuses, tips, gratuities, commissions, and overtime pay earned. The hourly wage collection should be consistent with the manner that the hourly wage is collected on the application form in order for these figures to be used in estimating the earnings gains for the client.
26 Follow-up Staff ID 	Enter the assigned staff ID number of the person responsible for completion of this form. Use the <F1> key to display a window of Staff IDs.



Upon completion of all the appropriate fields, the record may be filed by pressing the <F5> key. At that time the follow-up table in the database will be updated.

Function Keys

The following are the function keys that are available in this program:

<F6>	A follow-up form may not be deleted (<F6>) once a subsequent follow-up record is entered into the JTA system unless you delete the subsequent records first by removing the most recent record first and working backward.
<Shift F7> or <F17>	This function key will call the Display Client History module

All other function keys will behave normally.

Chapter

7

Print WIA Forms

This chapter provides instructions to retrieve, view, and print the Workforce Investment Act (WIA) forms from the Job Training Automation (JTA) system. The programs consist of the following:

- PWIR – Print WIA Application Form
- PWIE – Print WIA Enrollment/Registration Form
- PWIG – Print WIA Goals Form
- PWIT – Print WIA Exit Form
- PWIF – Print WIA Follow-up Form

Each program provides an option screen where the WIA application number, or the WIA case number in case of the PWIE, is entered for the desired form. With the exception of the PWIF, the user also has the option of printing the form including a signature block

The programs are located in the MWIR Workforce Investment Act Reports menu option within the MWIA Workforce Investment Act menu option. The fastest method to activate any of the programs is by entering the program's mnemonic (e.g., PWIR) anywhere within the menu environment. After entering the mnemonic, the data entry screen for the applicable mnemonic will appear on the screen. For example, after entering "PWIR", the following data entry screen is displayed:

PWIR—Print WIA Application Form Screen

PWIR	Print WIA Application Form
	Retrieve Existing Report, Enter (Y)es or (N)o N
	App Number _____
	Include Signature Block (Y/N) N

Line Item Instructions

The following are line item instructions for the print option screen.

Retrieve Existing Report, Enter (Y)es or (N)o (All)	Enter Y if you want to view or print an existing report. Enter N if a new report is to be generated from the JTA system. Default is set to N .
Application Number for PWIR, PWIT, and PWIF	Enter the seven-digit WIA application number for the record you wish to print.
Case Number for PWIE and PWIF	Enter the seven-digit WIA case number for the record you wish to print.
Include Signature Block (PWIR, PWIE, PWIG, and PWIT)	Enter Y if you want the printed form to include a signature block. Default is set to N .
Follow-up Type (PWIF)	Enter the follow-up type if printing the WIA Follow-up Contact Information form.

After all fields have been entered, the record may be filed by using the **<F5> <File>** key.

Function Keys

All function keys will operate in the normal mode.

Report Generation

The program will then generate the report using the entered data. After the report is generated, the Report Setup screen will be displayed on the screen. Enter a name for the report in the Report Description field, the desired number of days to keep the report, and file the report using **<F5> <File>**.

Report Setup	
Report Description: _____	(Enter File Name) _____ Keep 14 Days
Print: N printOpts	Run Later: N Start: : Private: N Owner:

The Report Input/Output Handler (RIOH) option screen will then be displayed on the screen with the filename displayed in the Report Description field. The report can then be viewed or printed.

Report I/O Handler									
Report Description -----					Status	Catalog	Date/Time	--	
View	Print	printOps	Copy	Delete	Export	Zmodem	Keep	0 Days	

To view the report, tab to the “View” option and hit the **<Enter>** key or enter “**V**”. The report will be displayed on the screen. To return to the RIOH screen, enter **<F3>**. To print the report, tab to the “Print” option and hit the **<Enter>** key or enter “**P**”. To return to the RIOH screen, enter **<F3>**. To exit RIOH, enter **<F3>**.

Before printing the report, ensure that the appropriate printer is selected using the **printOps** option in RIOH. The PWIR, PWIG, PWIT, and PWIF is in the portrait format. The PWIE is in the landscape format.

Print WIA Application (PWIR) Form Entry Screen

PWIR	Print WIA Application Form
Retrieve Existing Report, Enter (Y)es or (N)o	N
App Number	_____
Include Signature Block (Y/N)	N

PWIR—FORM LAYOUT

The WIA Application Form will print in the following portrait format:

PWIR	WORKFORCE APPLICATION FORM	MM/DD/YYYY
sdaguest		HH:MM:SS
App Num 1000001	App Date 01-01-2001	SSN 123-45-6789
Agency Code A38		Universal Access Only NO
Client Name	DOE, JANE R.	
Address	8585 SUTTER ROAD	
	IONE, CA 95640	
Mail Address	PO BOX 1333	
	SUTTER CREEK, CA 95685	
Phone	209-267-1996	
Message Phone	209-268-1234	
GEO	3006	AMADOR
Citizen	1	U.S. CITIZEN
Alien Doc		
Gender	FEMALE	
Birthdate	10/22/1961	
Age	39	
Assessed	1	YES – WIA ASSESSED
Selective Service Regis	4	NOT REQUIRED
Race1	WH	WHITE – NOT HISPANIC
Race2		
Race3		
Race4		
Race5		
Race6		
Adult Education	NO	Rapid Response
Job Corps	NO	Rapid Resp Addl Asst
Farmworker Program	NO	TANF
Native American Program	NO	Food Stamp Training Pgm
Vet Wrkfrce Inv Pgm	NO	Limited English
Veterans/DVOP LVR	NO	Substance Abuse
Trade Adjustment Act	NO	Basic Skills Deficiency
NAFTAA-TAA	NO	Offender
Vocational Education	NO	Pregnant/Parent Youth
Vocational Rehab	NO	Yth Needing Assistance
Wagner and Peyser	NO	Runaway Youth
WW Participant	NO	Foster Child
Title V Activities OAA)	NO	Family TANF
Comm Srvc Block Grnt	NO	Family GA
HUD Pgm	NO	Family RCA
Other Non-WIA Pgm	NO	Family SSI

PWIR—FORM LAYOUT (Continued)

Disabled	3	NO
Family Food Stamps	3	NO
Number in Family	4	
Number of Dependents	1	
Family Status	2	PARENT IN TWO PARENT FAMI
Family Income 6 Months	\$999,999	
Low Income	NO	
TANF Exhaustee	NO	
Homeless	NO	
Poor Work History	NO	
Unemployment Insurance	1	YES, UI CLAIMANT
Veteran Status	3	NO
Disabled Veteran		
Veteran Sep Date		
Recent Sep Vet		
Campaign Vet		
Spouse of Qualifying Vet	NO	
Highest Grade Completed	16	
Education Status	4	OOS HS GRAD EMPL DFFCULT
Reading Grade	0.0	
Reading Score	299	
Reading Test	009	
Reading Version		
Math Grade	0.0	
Math Score	238	
Math Test	009	
Math Version		
Pell Grant Recipient	4	APPLICATION NOT SUBMIT
Pell Grnt Amount	\$9,999.99	
Labor Force Status	1	EMPLOYED
Wks Employed Last 26	00	
Hourly Wage	\$8.75	
Referred by WPRS	NO	
Dislocated Worker	9	NOT APPLICABLE
Dislocation Date	MM/DD/YYYY	
Job Code at Disloc		
Disloc Industry Code		
Tenure at Empl. Disl	999	
Employer Number	0	
Employer Name		
Employer Address		
Employer City		
Employer St		
Employer Zip		
Employer Telephone		
Eligibility	A	ADULT WIA
Interviewer ID	1960	
Staff Name	SMITH, SAM	
Staff ID	1060	
Reviewer ID	JOHNSON, JOHN	

Client Certification: My signature below indicates that I have been informed of and understand the information contained on this form. I certify under penalty of perjury that all of the above information is true and complete. I agree that any information I have supplied is subject to verification. I understand that falsification of any items is grounds for termination from the Workforce Investment Program and may result in action to recover any moneys paid to me while participating.

Signature of Client

Date

Signature of Parent, Guardian or Other Responsible Adult

Date

Signature of Interviewer

Date

Signature of Reviewer

Date

Print WIA Enrollment (PWIE) Form Entry Screen

PWIE	Print WIA Enrollment Form
	Retrieve Existing Report, Enter (Y)es or (N)o N
	Case Number _____
	Include Signature Block (Y/N) N

PWIE—FORM LAYOUT

The WIA Enrollment Form will print in the following landscape format:

PWIE	WORKFORCE INVESTMENT ENROLLMENT FORM										04/04/2001			
sdaguest											14:47			
SSN	123-45-6789	NAME	DOE, JOHN R											
Case Num	1000000	App Num	1002200											
Grant Code	201	Agency Code	AJFP											
Grant Desc	TITLE I WIA ADULT	Date ITA Established	MM/DD/YYYY											
Enrollment Date	12/13/2000	Total AMT of ITA	99,999.99											
Labor Force Status	2	Enrolling Staff ID	6666											
Activities/Services Section		Enrolling Staff Name	LINTON, BILL											

Act Cd	Act Name	Agy Cd	Provider Code	Provider Name	Program Code	Program Name	Job Code	Job Desc	Begin Date	Est/End Date	ITA Amt Used	Cmp Cd	Gl Cd	Goal Desc
50	AUDLT EDUC	AJFP	12345678	COMP INSTITUTE	11050117190500	COMP NETWORK SPLST	169167030	MANAGER, DATA	01/08/2001	06/23/2001		NO	001	MATH

Signature

Title

Date

Print WIA Goals (PWIG) Form Entry Screen

PWIG	Print WIA Goals Form
Retrieve Existing Report, Enter (Y)es or (N)o	N
Case Number	_____
Include Signature Block (Y/N)	N

PWIG—FORM LAYOUT

The WIA Goals Form will print in the following portrait format:

PWIG sdaguest	WORKFORCE INVESTMENT GOALS FORM	04/04/2001 10:47
Case Num	1000001	Agcy Cd
App Num	1000011	Goals Staff ID
SSN	123-45-6789	Gnt Cd
Client Name	SMITH, JOHN	Gnt Desc
		01A
		6115
		301
		301 WIA YT

Primary Goal	Goal Type	Goal Type Desc	Goal Code	Goal Desc	Date Set	Result Code	Result Desc	Date Attained
YES	1	BASIC SKLS	002	MATH	10/02/2000	2	NOT ATTAIN	08/08/2002
YES	1	WRK SKLS	009	WRK AWARE	10/02/2000	2	NOT ATTAIN	08/08/2002

Signature

Title

Date

Print WIA Exit (PWIT) Form Entry Screen

PWIT	Print WIA Exit Form
Retrieve Existing Report, Enter (Y)es or (N)o	N
App Number	_____
Include Signature Block (Y/N)	N

PWIT—FORM LAYOUT

The WIA Exit Form will print in the following portrait format:

PWIT	WORKFORCE INVESTMENT EXIT FORM	MM/DD/YYYY
sdaguest		11:00
App Num	2344140	
SSN	123-45-6789	
Client Name	JONES, SAM	
Exit Code	01 ENTERED EMPLOYMENT	
Exit Date	07/11/2000	
Degree Attained	2 NO, CREDENTIAL INTENDED	
Date Degree/Cert Attained		
Type of Degree Attained		
Entered Post-Scndry Educ	NO	
Entered Advanced Trng	NO	
Entered Military Serv	NO	
Entered Apprenticeship	NO	
Date Employed	07/11/2000	
Employer Number	688	
Employer Name	WOODS TRUCKING	
Address	1777 ELM ST	
CSZ	MANTECA	CA 95340-9999
Employer Contact	MARY JONES	
Contact Phone	209-344-5566	
Job Code	53303201 TRUCK DRIVER	
Hours Per Week	40.0	
Hourly Wage	9.99	
Trng Reltd Employment	YES	
Determination Method	1 TRAINING TO JOB	
Health Benefits	NO	
Non-Trad Employment	NO	
Exit Staff ID	4999 SMITH, JAMES	
Final Post Exit Serv Date	07/11/2000	

Post Exit Services

Service Code	Description	Begin Date	End Date
-----	-----	-----	-----

Signature

Title

Date

Print WIA Follow-Up (PWIF) Form Entry Screen

PWIF	Print WIA Follow-up Form
	Retrieve Existing Report, Enter (Y)es or (N)o N
	App Number _____
	Follow-up Type _____

PWIF—FORM LAYOUT

The WIA Follow-up Form will print in the following portrait format:

PWIF	Print WIA Follow-up Form	04/27/2001
sdaguest		14:47:59
App Num	4214240	
Client Name	DOE, JANE	
SSN	123-45-6789	
Agency Code	T380 TUOLUMNE COUNTY	
Follow-up Type	3 1st QUARTER FOLLOW-UP	
Follow-up Date	10/10/2000	
Interview Date	10/10/2000	
Follow-up Result	01 COMPLETE: ALL QUESTIONS	
Labor Force Status	1 EMPLOYED FULL-TIME	
Supp Data Emp Qtr1	3 NOT APPLICABLE	
Supp Data Emp Qtr3	3 NOT APPLICABLE	
Date Degree/Certificate	06/27/2000	
Type of Degree Attained	5 OCCUPATIONAL SKILLS LICEN	
Continuing in Post-Scndry Educ		
Continuing in Advanced Trng		
In Military Service	NO	
In Qualified Apprenticeship	NO	
Weeks Employed	8	
With Exit Employer	YES	
Actual Hours Worked	320	
Employed at Follow-up	YES	
Most Recent Employer/Employer at Follow-up		
Date Employed	07/11/2000	
Employer Number	684	
Employer Name	JONES TRUCKING	
Address	7515 ELM ST	
City State Zip	MANTECA CA 95340-9999	
Employer Contact	MARY MARTIN	
Phone	209-439-0050	
Job Code	35330102 TRUCK DRIVER	
Hours Per Week	40.0	
Hourly Wage	\$ 9.00	
Follow-up Staff ID	9949 SANDERS, JOAN	

[illegible]